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ABSTRACT

The 1975 Ohio State University faculty handbook has six chapters: (1) The University Faculty (appointments, promotions, tenure, benefits policies, supplemental compensation, etc.); (2) Instructional Policies and Student Faculty Relations; (3) Instructional and Research Facilities and Services; (4) Academic Organization (functions of Board of Regents, University Senate, administrative offices, each college or school); (5) University Services and Facilities; and (6) The University Community. (JT)

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The Ohio State University Faculty Handbook

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FOREWORD

THIS HANDBOOK contains information of interest to faculty and is a revision of text last published in 1969. During this interval The Ohio State University has changed in many ways—in policies, procedures, administrative structures, and services. This handbook should serve as a guide. More complete information on subjects not fully covered here is available in the offices of the chairmen and deans and in the Operating Manual of the University.

The Ohio State University

Office of Academic Affairs, September 16, 1975

Columbus, Ohio 43210

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I. THE UNIVERSITY FACULTY

1.0 Faculty Appointments, Promotions, and Tenure

This section describes the rights and responsibilities of faculty members of The Ohio State University and the criteria and procedures which apply to faculty appointments, promotion, and tenure. In addition to the policies described herein, members of the faculty are subject to pertinent *Statutes* (Ohio Revised Code), *Bylaws of the Board of Trustees*, and *Rules of the University Faculty*. Additional procedural details and information on faculty perquisites are described elsewhere in the *Faculty Handbook* and in the *OSU Operating Manual* (Section 1-1, General Personnel Policy—Faculty, available in departmental and college offices).

1.1 Academic Freedom and Responsibility

While several of the *Rules of the University Faculty* pertain to the rights and responsibilities of teachers, the principal statement on academic freedom and responsibility is contained in Rule 21.01:

Section 1. The Ohio State University endorses full academic freedom as essential to attain the goal of the free search for truth and its free exposition. Academic freedom and academic responsibility are twin guardians of the integrity of institutions of higher learning. This integrity is essential to the preservation of a free society and explains the willingness of society historically to accept the concept of academic freedom and to protect it through the institution of academic tenure.

Section 2. The principal elements of academic freedom include:

(a) the freedom of the teacher to teach, conduct research, and publish research findings;
(b) the freedom of the teacher to discuss in a classroom, in his own manner, any material which is relevant to the subject matter as provided in the course objectives;
(c) the freedom of the teacher to exercise his constitutional rights as a citizen without institutional censorship or discipline;
(d) the freedom through lawful and peaceful persuasion to seek changes in academic and institutional policies.

Section 3. Academic freedom carries with it correlative academic responsibilities. The principal elements include:

(a) the responsibility of the teacher to meet his defined teaching, research, and service obligations;
(b) the responsibility of the teacher to pursue excellence, intellectual honesty, objectivity in his teaching, conducting research, and publishing research findings;
(c) the responsibility of the teacher to encourage students and colleagues to engage in free discussion and inquiry;
(d) the responsibility of the teacher to evaluate student and colleague performance on a scholarly basis;
(e) the responsibility of the teacher to refrain from introducing controversial matters which have no bearing on the subject matter of the course;
(f) the responsibility of the teacher to work with appropriate individuals and bodies to provide optimal conditions conducive to the attainment of free search for truth and its free exposition;
(g) the responsibility of the teacher to differentiate carefully official activities as a teacher from personal activities as a citizen and to act accordingly.

1.2 Faculty Appointments

1.2.1 Faculty Status

The *regular faculty* is comprised of all persons with the titles of professor, associate professor, assistant professor and instructor who serve on appointments totalling 50 percent or more service to the University. Members of the regular faculty generally have a full range of responsibiilties to academic units including teaching, research, or other creative professional work, service to the department, college, and University, and public service related to their academic expertise. In view of the extent and diversity of these responsibilities, they have correlative rights, such as the right to earn and hold tenure, and certain benefits beyond those accorded to the auxiliary faculty.

The *auxiliary faculty* is comprised of all persons with adjunct titles (i.e., adjunct professor, adjunct associate professor, adjunct assistant professor, adjunct instructor) clinical titles, visiting titles, lecturers, and part-time (less than 50 percent service to the University) professors, associate professors, assistant professors and instructors.

Members of the auxiliary faculty provide vital contributions to the University but their responsibilities to the academic units are generally not as extensive as those of the regular faculty.

Only instructional units of the colleges (schools, departments, divisions, academic faculties), the Departments of Air Force Aerospace Studies, Military Science, and Naval Science, the University Library, and certain centers (Rule 13.17) designated by the provost may recommend appointment to the regular faculty or to the auxiliary faculty. Appointees to the auxiliary faculty and appointees to the Departments of Air Force Aerospace Studies, Military Science, and Naval Science may be accorded some faculty privileges, but do not accrue or hold tenure.

1.2.2 Emeritus Status

A member of the regular University Faculty who has served continuously at The Ohio State University for at least ten years and who retires from the University may be appointed to *emeritus* status. This title must be recommended concurrent with the faculty member's retirement. The recommendation should be submitted by the faculty member's department chairman and dean to the provost. Final approval of emeritus status is granted by the Board of Trustees upon the recommendation of the president. Since this is a University rather than a departmental title, the emeritus title will not be duplicated for each department in which the faculty member holds appointments.

Ordinarily the designation of emeritus will reflect the faculty rank held by the faculty member at the time of retirement. Requests for promotion to a higher emeritus rank will be honored only in unusual circumstances and such justification should be submitted through the normal appointment procedures.

Emeritus faculty continue to receive a number of faculty privileges, such as, the use of Library, free parking, the option to purchase football tickets, information about University events, and attendance at classes without payment of fees. Members of the emeritus faculty who continue to be active professionally will, at the discretion of the college, be provided departmental facilities and services where available.

The emeritus title is an academic title and is reserved for those who are retiring from service as regular faculty of the University. However, members of the University staff who do not hold academic titles and who have given longtime and meritorious service may, under special circumstances, be considered for the rank of emeritus.

1.2.3 Contract

The Ohio State University does not provide a contract in the form of a single document which details and references all aspects of the relationship between

the faculty member and the University. There are many components in the contractual relationship, including:

1. The letter of offer.

2. The notice of appointment (which, by itself, does not constitute a contract) is described in Section 1 of Rule 21.03:

Section 1. Upon nomination and recommendation by the president of the University, the Board of Trustees shall make all appointments to all positions within the University and approve the salaries therefore. Such appointments, for a period not to exceed four academic quarters, shall be evidenced by a notice of appointment signed by the secretary of the Board and sent to the appointee for acceptance. The notice of appointment form is a budgetary convenience containing some detail relating to the employment relationship during the term of the appointment, such as salary, title, and the quarters during which service is to be rendered. The form is used for appointment to many and varied kinds of service, including appointment to positions which may be tenure accruing and others which are not. Neither the issuance of the notice nor its contents is intended to reflect any commitment by the Trustees as to the recipient's tenure or as to renewal of appointment.

3. *Statutes, Bylaws, and Rules of the Faculty.*

4. Departmental and/or college statement of criteria and procedures for promotion and tenure.

5. *Faculty Handbook* (including this section on Faculty Appointments, Promotions, and Tenure).

6. *Operating Manual.* (Available in departmental and college offices.)

7. Any written understanding subsequent to the letter of offer which is intended by the parties to reflect the employment arrangement.

1.2.4 Types of Appointments

Persons employed for faculty positions to meet the continuing needs of the University are issued a *regular appointment* on a nine-month or eleven-month basis. A regular appointment may be issued to a faculty member who has not yet been granted tenure, to a faculty member with a part-time appointment, or with a non-salaried clinical title. Designation as a regular appointment should be viewed as a budgetary convenience. Tenure implications, if any, or other expectations of renewal are determined on the basis of other aspects of the agreement between the faculty member and the University. Regular faculty status does not include adjunct, clinical, visiting, or lecturer appointments, or part-time service (less than 50 percent total service to the University as specified in the notice of appointment.)

A *special appointment* is issued in order to meet the temporary needs of a department or to signify an explicitly temporary assignment. Issuance of a special appointment implies a fixed term and from it there may be no legitimate expectation of renewal of the appointment. A special appointment may not be issued for a person in a regular faculty rank except in the case of service during an off-duty quarter or for an approved supplemental payment. Adjunct, clinical, visiting and lecturer title designations may be used on special appointments.

1.2.5 Multiple Appointments

For persons with multiple appointments, whether members of the regular faculty or the auxiliary faculty, it is important that there be a *single* department

(or academic faculty, division, school) which will be responsible for assisting in the professional development and the evaluation of the faculty member; for maintaining complete records, and for initiating promotion recommendations. While tenure is a shared responsibility involving the University, the college, and the department, it is essential that a single department (or academic faculty, division, school) be responsible for the appointment of a member of the regular faculty and be responsible for initiating tenure or nonrenewal recommendations and for any eventual tenure commitment.

Multiple appointments totaling 50 percent or more service *to the University* shall be considered to be the same as a single appointment of 50 percent or more for the purpose of determining eligibility for tenure or tenure candidacy if at least one of the appointments is an appointment to a regular faculty position.

1.2.6 Period of Appointment

Eleven-month notices of appointment are effective for the four quarters of the year and faculty on such appointments accrue vacation time to be arranged by the faculty member and the department chairman or college dean. (See 2.4 Vacations.)

Nine-month notices of appointment designate service for three of the four quarters of the year. The combinations of time may vary with the actual academic quarters worked—e.g. Autumn, Winter, Spring; Autumn, Spring, Summer, etc. For further information see 2.1 Pay Periods, 2.4 Vacations, and 2.5 Leave.

1.3 Principles of Tenure

The Board of Trustees shall annually appoint the president, and all employees of the University not in the classified civil service, subject to the laws of the state of Ohio and, in the case of regular faculty, to the rights and protection of tenure. Tenure may be earned by all teachers with regular faculty status subject to a probationary period. Regular faculty status does not include adjunct, clinical, visiting, or lecturer appointments, or part-time services (less than 50 percent total service to the University as specified in the notice of appointment). Tenure is lost by formal resignation, by retirement, or may be terminated by reason of proved incompetence or misconduct in accordance with Rule 21.07 or for causes set forth in Rule 21.03.

Hearings for termination of tenure shall be conducted according to procedures described in 21.07.

1.3.1 Campus Assignment

The Ohio State University provides instructional programs at several locations including the central campus in Columbus, regional campuses in Lima, Mansfield, Marion, and Newark, the Graduate Center at Wright-Patterson Air Force Base (Dayton), and the Agricultural Technical Institute (Wooster). Members of the regular faculty who receive tenure while rendering primary service on a particular campus hold tenure only at that campus.

It is the policy of the University to achieve and maintain the highest possible quality of programs on each of the several campuses. Decisions regarding the selection, salary, assessment, promotion, assignment, and responsibilities of a regional campus faculty member should reflect full cooperation between the Columbus academic unit, which is responsible for instruction, and the regional campus administration. All formal recommendations (e.g., appointments, nominations for promotions or tenure, etc.) must bear the signature of the chairman of the Columbus campus academic unit, the dean of the college of instruction, the director of the regional campus, and the vice president for regional campuses.

1.3.2 Change of Tenure Status

When a faculty member moves from one department or (academic faculty, division, school) to another, responsibility for tenure consideration or tenure moves to the new instructional unit. Also, a faculty member may be considered for service on a campus other than the one at which he initially rendered regular faculty service or earned tenure. In the case of such reassignment, which must have the prior approval of the dean and of the provost, responsibility for tenure will move to the new location.

A tenured faculty member of the regular faculty who voluntarily agrees to reduction of his appointment below 50 percent service to the University (as specified in the notice(s) of appointment) loses tenure except in the case of an approved leave of absence. Similarly, a tenured member of the regular faculty who changes to an auxiliary faculty position loses tenure.

1.4 Probationary Service, Duration of Appointments

In Section 1.6, probationary periods are established for regular faculty members with the rank of instructor, assistant professor, and associate professor. In determining the years served in these probationary periods, the following will not be credited toward the attainment of tenure: service on an adjunct, clinical, visiting, or lecturer appointment; service (with any title) on a special appointment, or part-time service at a level of less than 50 percent total service (as specified in one or more concurrent notices of appointment) to the University.

The period of a leave of absence may not be credited in the probationary period unless there is a written agreement to so credit it. Such an agreement will require the approval of the dean and of the provost.

The appointment of a person to a nontenured regular faculty position is probationary in nature. Appointments during the probationary period are for a one-year period and faculty members are normally reviewed annually during this period. It is during this time that persons have an opportunity to prove themselves to their peers; their record of accomplishments forms the basis for decisions concerning renewal of the appointment or the eventual decision to grant tenure or not.

The University does not assume any continuing obligation to renew the appointment of a nontenured faculty member. Nonrenewal may be based upon such factors as changing standards of competence within a discipline, an assessment of inadequate performance or insufficient development, or any one of a number of less defined academic, financial, or policy reasons. The nonrenewal of an appointment in and of itself, however, should not carry with it the implication of either incompetence or misconduct on the part of the faculty member.

Decisions affecting the nonrenewal of a probationary appointment may not be arbitrary or capricious, or carried out in violation of a faculty member's right to academic freedom. Faculty Rule 21.08 provides a procedural mechanism under which an aggrieved probationary faculty member can challenge a nonrenewal decision which he believes to have been improper. In that instance, however, the burden of proof is on the probationary faculty member to establish that the nonrenewal decision was improper.

1.4.1 Extension of the Probationary Period for Part-Time Faculty

Where a member of the regular faculty has served for a period of less than full-time service (but at a level of 50 percent or more), the probationary period specified in Section 1.6 may be extended. Such extension must be requested at least one year in advance of the expiration of the usual probationary period and must have the approval of the dean and the provost. In such cases, the extension shall be for an integral number of years based on the principle that the usual probationary period should represent full-time service. (For example, either two years at a 50 percent level or four years at a 75 percent level would permit a one-year extension.) The maximum permissible extension of a probationary period will be

three years in the case of a probationary instructor or assistant professor, one year in the case of a probationary associate professor.

1.4.2 Prior Service

When a faculty member has had prior service at or above the level of instructor at this or another university, such prior service may be included as part of the probationary period. This credit will be agreed to prior to the initial appointment and only upon the written recommendation of the chairman of the department and the dean of the college with the concurrence of the provost.

1.4.3 Standards of Notice

In cases of nonrenewal of an appointment to a regular faculty rank, the University will, insofar as possible, observe the following standards of notice: (1) not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment expires during an academic year, at least three months in advance of its expiration; (2) not later than December 15 of the second year of academic service, if the appointment expires at the end of that year; or if an appointment expires during the second academic year, at least six months in advance of its expiration; and (3) at least twelve months before the expiration of an appointment after two or more years in the institution.

These standards of notice will not apply in cases of termination for cause.

Decisions regarding renewal of members of the auxiliary faculty (adjunct, clinical, visiting titles, or lecturers), are made annually in accordance with criteria and procedures of the appointing instructional unit and in accordance with University policies relative to auxiliary faculty positions.

1.5 Criteria and Procedures in Promotion and Tenure Decisions

1.5.1 General Considerations

Nominations for promotion and/or tenure ordinarily originate in the department in accordance with the procedures established by the departmental faculty. The departmental recommendation must provide a comprehensive assessment of the candidate's qualifications, together with detailed evidence to support the nomination. It must also include information about the nature and extent of consultation on the matter within the department and must present any significant evidence and differences of opinion which would support a contrary recommendation. Nominations will subsequently be considered by the college, and if favorable concurrence is obtained, the dean will forward the nomination, along with his own assessment and recommendation, to the provost. Recommendations are subject to the approval of the provost, the president, and the Board of Trustees.

No teacher attains tenure automatically. It may be acquired in the original appointment to the regular faculty rank of professor, upon promotion from within the University to the rank of associate professor, or following a probationary period as specified in Section 1.6. The granting of tenure requires the recommendation of the dean of the college after consultation with the chairman of the applicable department, with the concurrence of the dean of the Graduate School, the provost, the president, and the Board of Trustees.

When some of the nominations from a college involve the granting of tenure, the dean should provide a statement showing how the proposed actions will affect the long-range staffing pattern of the department and of the college, taking into consideration expected attrition, budgetary limitations, the need for flexibility, and the effect on that fraction of the faculty already with tenure.

Recommendations for promotion and/or tenure should be based on the merit of the individual, on a consideration of comparable achievement in the faculty member's own field or in closely related fields and on the judicious use of the fiscal

resources of the department and college. Whenever possible, consideration should be given to how the nominee stands in relation to other people in his field outside of the University who might be considered alternative candidates for the position. All available evidence should be considered and it is the responsibility of the academic units to provide complete documentation.

In accordance with a policy of equality of opportunity, decisions concerning appointment, promotion, and tenure are based on the following criteria without discrimination as to race, creed, religion, national origin, age, or sex.

1.5.2 Criteria

Each candidate will be judged with respect to the proposed rank and duties, considering the record of his performance in:

(a) teaching;
(b) research or other creative work; and
(c) service to the instructional unit, the college, and the University and public service related to his academic expertise.

In evaluating the candidate's qualifications within these areas, reasonable flexibility shall be exercised, balancing, where the case requires, heavier commitments and responsibilities in one area against lighter commitments and responsibilities in another. Each candidate is expected to be engaged in a program of work that is both sound and productive. As the University enters new fields of endeavor and places new emphasis on its continuing activities, instances will arise in which the proper work of faculty members may depart from established academic patterns. In such cases care must be taken to apply the criteria with sufficient flexibility. *In all instances superior intellectual attainment, in accordance with the criteria set forth below, is the crucial qualification for promotion to tenured positions.* Clearly, insistence upon this standard for continuing members of the faculty is necessary for maintenance of the quality of the University as an institution dedicated to the discovery and transmission of knowledge.

The criteria set forth below are intended to serve as a guide in evaluating the candidate:

(a) Teaching. Effective teaching is an essential criterion to tenure or advancement. In evaluating the effectiveness of a candidate's teaching, points such as the following should be considered: the candidate's command of his subject; his continuous growth in his field; his ability to organize his material and to present it with logic and conviction; his capacity to awaken in students an awareness of the relationship of his subject to other fields of knowledge; his objectiveness; the creativity, the spirit, and enthusiasm which vitalize his learning and teaching; his ability to arouse curiosity in beginning students and to stimulate advanced students to creative work; his personal attributes as they affect his teaching and his students; the extent and skill of his participation in the general guidance and advising of students.

It is the responsibility of the department chairman to submit meaningful statements, accompanied by evidence, concerning the candidate's teaching effectiveness at lower-division, upper-division, and graduate levels of instruction commensurate with the candidate's assigned teaching responsibilities.

No single set of satisfactory measures can be prescribed. However, among significant types of evidence of teaching effectiveness are the following (not rank ordered): (1) opinions of other members of the candidate's department, particularly if based on class visitations, on attendance at public lectures or lectures before professional societies given by the candidate, or on the results of the candidate's teaching in courses prerequisite to those of other members of the department; (2) opinions of students, appropriately documented and accompanied by interpretative information; (3) development by the candidate of new and effective techniques of instruction and instructional materials, particularly when evidenced by acceptance at other universities;; (4) publications by the candidate on the teaching of his discipline in respected journals devoted to pedagogy; and (5) recognitions or awards for distinguished teaching. In addition, and of particular

significance in appointment or promotion to the rank of professor, (1) opinions of graduates who have achieved notable professional success since leaving the University; and (2) the number as well as caliber of students guided in research by the candidate and of those attracted to the campus by his repute as a leader.

(b) Research and Creative Work. Evidence of productivity and creativity should be sought in the candidate's published research or recognized artistic production, architectural, or engineering designs, or the like.

Publication in research and other creative accomplishment should be evaluated, not merely enumerated. There should be evidence that the candidate is continuously and effectively engaged in creative activity of high quality and significance. Work in progress should be assessed whenever possible. When published work in joint authorship (or other product of joint effort) is presented as evidence, it is the responsibility of the department to establish as clearly as possible the role of the candidate in the joint effort. Account should be taken of the type and quality of creative activity normally expected in the candidate's field. Appraisals of publication or other works in the scholarly and critical literature provide important testimony. The department chairman is expected to supplement the opinions of his colleagues within the department by critical appraisals from distinguished scholars at other universities.

Textbooks, reports, circulars, and similar publications normally considered evidence of teaching ability or public service should be considered creative work when they present new ideas or incorporate scholarly research.

In certain fields such as art, architecture, dance, music, literature, and drama, distinguished achievement may be considered in addition to distinction in scholarly analysis involving the particular branch of creative endeavor. In evaluating artistic creativity, an attempt should be made to define the candidate's merit in the light of such criteria as originality, scope, and depth of creative expression. It should be recognized that in music, drama, and dance, distinguished performance, including conducting and directing, is evidence of a candidate's creativity.

In all research and creative work, care must be taken to assure the involvement of students as apprentice researchers and creative artists.

(c) Service. The faculty plays a vital role in the administration of the University at all levels and in the formulation of its policies. Recognition should therefore be given to scholars who prove themselves to be able administrators and who participate effectively and imaginatively in faculty government and the formulation of departmental, college, and University policies. Service by members of the faculty to the community, state, and nation in their special capacities as scholars should likewise be recognized. Similarly, contributions to student welfare through service on student-faculty committees and as adviser to student organizations should be acknowledged.

In certain of the colleges, a demonstrated distinction in other service responsibilities characteristic of the area should be recognized as a criterion for promotion and/or tenure. Examples include industrial consulting (engineering) and extension work (agriculture and home economics).

The candidate's professional activities should be scrutinized for evidence of achievement and leadership in the field and of demonstrated progressiveness in the development or utilization of new approaches and techniques for the solution of professional problems. It is the responsibility of the department chairman to provide evidence of the quality of the service rendered, including statements from persons served.

1.6 Regular Faculty Ranks

1.6.1 Instructor

Recommendations for appointment as an instructor are subject to the following conditions:

(a) Formal Requisite: Baccalaureate degree and master's degree, or its equivalent, and at least three years of graduate study or relevant professional experience.

(b) *Capacities:* Satisfactory evidence that the person being appointed possesses the capacity to develop and meet substantially the criteria described in Section 1.5.

(c) *Tenure:* Before an instructor will be granted tenure at that rank, a seven-year probationary period must be met.

Initial appointments as an instructor are on a probationary basis. Performance is ordinarily reviewed annually during the probationary period to determine whether or not the appointment will be renewed, subject to the standards of notice set forth in Section 1.4.3. If the appointment is renewed for a fourth year, the University will make every effort to inform the person involved during the fourth year as to whether he is to be considered a candidate for tenure. If he is informed that he is not considered a candidate for tenure, his appointment will not be renewed after the end of the fifth year. If the appointment is renewed for a sixth year, the person involved will be informed by the dean, during the sixth year of service, if he is to be granted tenure beginning with his eighth year of service. If tenure is not granted, his appointment will not be renewed after the end of the seventh year.

1.6.2 Assistant Professor

Recommendations for appointment as an assistant professor are subject to the following conditions:

(a) *Formal Requisite:* Ph.D. degree or equivalent qualifications.

(b) *Capacities:* Demonstrated evidence that the person being appointed possesses the capacity to meet substantially the criteria described in Section 1.5.

(c) *Tenure:* Before an assistant professor will be granted tenure at that rank, a seven-year probationary period must be met. Service to the University as an instructor (without interruption) will be counted in meeting this probationary requirement. Tenure may be granted at an earlier time upon promotion to associate professor.

Initial appointments as an assistant professor are on a probationary basis. Performance is ordinarily reviewed annually during the probationary period to determine whether or not the appointment will be renewed, subject to the standards of notice set forth in Section 1.4.3. If the appointment is renewed for a fourth year, the University will make every effort to inform the person involved during the fourth year as to whether he is to be considered a candidate for tenure. If he is informed that he is not considered a candidate for tenure, his appointment will not be renewed after the end of the fifth year. If the appointment is renewed for the sixth year, the person involved will be informed by the dean, during his sixth year of service, if he is to be granted tenure beginning with his eighth year of service. If tenure is not granted, his appointment will not be renewed after the end of the seventh year.

1.6.3 Associate Professor

Recommendations for appointment as an associate professor are subject to the following conditions:

(a) *Formal Requisite:* Ph.D. degree or equivalent qualifications.

(b) *Capacities:* Demonstrated evidence that the person being appointed meets substantially the criteria described in Section 1.5 and that his professional development will continue.

(c) *Tenure:* A person promoted to associate professor from a lower rank at this University will acquire tenure upon the effective date of his promotion.

A person appointed from outside of this University to associate professor will serve a three-year probationary period. During the second year, the person involved will be informed by the dean if he is to be granted tenure beginning with

the fourth year of service. If tenure is not granted, the appointment will not be renewed after the end of the third year.

1.3.4 Professor

Recommendations for appointment as a professor are subject to the following conditions:

(a) Formal Requisite: Ph.D. degree or equivalent qualifications.
(b) Capacities: Demonstrated evidence that the person being appointed has met the criteria described in Section 1.5 with distinction and that these outstanding contributions will continue.
(c) Tenure: Tenure is automatic upon promotion or appointment to this regular faculty rank.

2.0 Benefit Policies

2.1 Pay Periods

Annual salaries specified in either nine-month or eleven-month notices of appointment are paid in twelve equal monthly installments on the last workday of each month during the appointment period. For payroll and budget purposes, nine-month notices of appointment are effective from October 1 through September 30, although teaching service conforms to the University calendar for each academic year. Eleven-month notices of appointment are effective for the fiscal year of the University—July 1 through June 30.

Nine-month (or three-quarter) notices of appointment call for active teaching service by a faculty member for a specified three of the four quarters in an academic year. Various combinations of quarters of service are possible, e.g. Autumn Winter, Spring; Autumn, Winter, Summer, etc. Since the University offers instruction during all four quarters, assignments involving Summer Quarter service may be made from time to time. However, in all cases a faculty member on a nine-month appointment should have two quarters off duty over a two-year period.

Faculty members typically use off duty quarters to advance their teaching, research, and service activities even though there is no direct compensation for such work. This reflects the faculty's recognition of the special responsibilities associated with the academic profession and its recognition that nine-month appointments exist, at least in part, in order to free the faculty to pursue professional goals without specific institutional assignments.

To clarify the earning and payment of salary, the case of a faculty member employed for three quarters' service may be considered. His year of service begins October 1. He works during October, November, and December—one academic quarter. In that time he has completed *one-third* of the service for which he is employed. However, the salary he receives in this period is *one-fourth* of his annual salary. During the Winter Quarter (January, February and March), he again completes one-third of his service and receives one-fourth of his annual salary. Similarly, in the Spring Quarter (April, May and June), he completes the final one-third of his service and receives one-fourth of his yearly salary. During the Summer Quarter (July, August and September), he is not on duty (under the terms of his three-quarter notice of appointment) but he still receives *one-fourth* of his annual salary.

2.2 Insurance

2.2.1 Life Insurance

Regular faculty members are covered by group life insurance underwritten by The John Hancock Mutual Life Insurance Company in the amount of two and one-half times their annual salary. The amount of life insurance is subject to an annual reduction of 3 percent on each September 30th following the fifty-fifth birthday, however, the total of these reductions may not exceed $13,500. The mini-

mum life insurance coverage is $7,500. Accidental death and dismemberment insurance up to the amount of the faculty member's life insurance is also provided and is payable in addition to life insurance benefits.

2.2.2 Major Medical Insurance

Major medical insurance, also underwritten by John Hancock, is provided in the amount of $50,000 for the regular faculty member and his or her spouse and dependent children under the age of 23. The major medical insurance provides for payment of 80 percent of covered medical expenses in excess of the applicable deductible amount which is $100 for faculty members who also carry coverage in the University's Blue Cross hospitalization insurance group, and $500 for faculty members who do not carry Blue Cross. The benefit percentage increases to 100 percent after an insured person incurs $1,000 out-of-pocket expenses ($1,500 for persons who have a $500 deductible) including the deductible and the 20 percent coinsurance.

Premiums for the John Hancock coverages described above are added to the salaries of faculty members and are then deducted and shown on the earnings statement as "Insurance." The premium amounts ($7, $8, or $14 per month, depending on the salary) are presently exempt from federal income tax.

2.2.3 Surgical-Medical Insurance

The University's John Hancock policy also provides basic surgical-medical insurance coverage for regular faculty members. Surgical-medical insurance provides payments of up to $450 for surgery and up to $75 for anesthesia according to a fixed payment schedule. Additional benefits may be payable for in-hospital physician's visits, radiotherapy, acute medical emergencies, and emergency first aid. The University provides the basic surgical-medical coverage at no cost to the faculty member.

2.2.4 Blue Cross Hospitalization

Participation in the University's Blue Cross hospitalization insurance group is available to all faculty members. Faculty members may participate in the Blue Cross program by completing the appropriate application and paying the monthly premium by payroll deduction.

The University's Blue Cross plan provides semi-private room accommodations for 120 days, full maternity coverage with a family contract, emergency service rendered in the outpatient department of a hospital for acute medical conditions, and other inpatient services. Under the family plan, dependent children can be covered until age 23. Current monthly premium rates are $7.45 for single coverage and $21.97 for family coverage.

2.3 Retirement

University faculty members must retire no later than the end of the appointment year in which they reach age 70.

2.3.1 State Teachers Retirement System

All members of the University faculty and staff, except student employees and temporary part-time employees working fewer than twenty hours per week, are required by law to participate in one of the retirement systems administered by the State of Ohio in lieu of social security. Faculty members are enrolled in the State Teachers Retirement System (STRS). Payments are made to the retirement system by the University and by the faculty member through payroll deduction. Retirement contributions are determined as a percentage of gross salary as follows:

University Contribution	Faculty Contribution
12.55%	8%

Retirement benefits are computed according to a formula which considers age at retirement, years of service, and average salary of the three highest years.

Members are eligible to retire at age 60 with 5 years of service, at age 55 with 25 years of service, or at any age with 32 years of service. Any time prior to retirement that a member leaves State service, he may withdraw his accumulated contributions; however, in so doing the member forfeits the contributions which his employer has made.

While details vary depending upon the plan elected, a typical faculty member retiring at age 65 with 35 years of service and electing a single-life annuity could expect to receive an annual benefit equal to 70 percent of his final (three-year) average salary.

2.3.2 Survivor's Benefits

The State Teacher's Retirement System provides survivor's benefits to faculty members with one and one-half or more years of service credit. As an example, (details vary from case to case), a surviving spouse with two dependent children could expect to receive an annual benefit equal to 50 percent of the final average salary (or 40 percent of the final average salary in the case of one dependent child). Benefits to dependent children cease at age 18 (or age 22 if attending school).

A surviving spouse may receive benefits (typically 25 percent of the final average salary for a single qualified dependent) in accordance with the following qualifications:

(a) At age 62 if the member had less than 10 years of service credit;
(b) At age 50 if the member had 10 or more years of service credit;
(c) At any age if continuing to have care of the decedent's children; and
(d) At any age if mentally or physically incompetent.

All benefits to a qualified spouse or parent cease upon remarriage.

2.3.4 Disability Retirement

Faculty members under the age of 60 are eligible for disability retirement if they have five or more years of service credit in the State Teachers Retirement System. Benefits are based on the retirement formula but may not exceed 75 percent of the final average salary (three years of the highest earnings).

2.3.5 Long-Term Disability Insurance

In addition to the disability retirement benefits available from State Teachers Retirement System, the University provides insurance protection which guarantees that, in the event of total disability, 40 percent of the faculty member's salary will be paid in disability income benefits. This insurance program, underwritten by Teachers Insurance and Annuity Association (TIAA) provides disability protection for faculty members with less than five years of service credit and guarantees more adequate benefits for individuals who come to the University during advanced stages of their careers.

2.3.6 Tax Deferred Annuity Program

Federal legislation enables employees of educational institutions to save money and reduce their taxes at the same time through a tax deferred annuity (TDA) plan. The four companies listed below have been authorized to provide tax-deferred annuities for all qualified Ohio State faculty and staff members who wish to participate.

Aetna Variable Annuity Life Insurance Co.	720 East Broad Street
Columbus and Newark	Columbus, Ohio 43215 (614) 228-6080

Lima, Mansfield, and Marion	811 Madison Toledo, Ohio 43601 (419) 242-8481
Wooster	1515 Union Commerce Bldg. Cleveland, Ohio 44115 (216) 969-5600
Prudential Insurance Company of America	2130 Stella Court Columbus, Ohio 43215 (614) 488-1157
Teachers Insurance & Annuity Association and College Retirement Equities Fund	730 Third Avenue New York, New York 10017 (212) 490-9000 (call collect)
Variable Annuity Life Insurance Company	611 East Weber Road Columbus, Ohio 43211 (800) 362-2649 (toll free) (614) 262-3592

Depending upon individual circumstances, a faculty member may find the deferred annuity program of the University a positive addition to his estate planning options. *It should be stressed that persons who participate in TDA programs do so on an entirely voluntary basis.*

2.4 Vacation

The legal holidays observed by the University faculty members are indicated in the University Calendar.

It is the policy of the University to encourage all faculty members to be off duty for at least twenty working days each year for the purpose of vacation.

Full-time faculty appointed on an academic year basis (nine months or three-quarters of service) do not earn or accrue vacation. If a nine-month faculty member engages in supplementary University employment, his total appointment must not exceed eleven months in order to allow for at least twenty working days of vacation time.

In order to assure retiring and resigning eleven-month faculty that accrued vacation will be paid, the following policies were adopted in 1973: Full-time faculty appointed on a fiscal year basis (eleven months of service) may receive twenty working days of vacation in a given twelve-month appointment period. This vacation time may be accrued not to exceed thirty working days at any given time. Eleven months of continuous service are required before an eleven-month full-time faculty member is eligible to take vacation. Vacation credits on a faculty member's anniversary date of employment which are in excess of thirty working days are eliminated from his vacation balance. In the case of termination after one year of continuous service, unused vacation up to the above limit will be paid to the faculty member or to his next of kin or estate in case of death.

Vacation time is arranged by the faculty member and the department chairman or college dean. Special instances should be discussed with the Office of Academic Affairs.

If a faculty member transfers from one department of the University to another, arrangements must be made by the faculty member in consultation with the respective departments for scheduling a vacation or transferring any accumulated vacation credit.

2.5 Leave

2.5.1 Leaves Without Salary

2.5.1.1 Leave of Absence

The University may grant leaves of absence to regular faculty personnel upon request from the faculty member approved by the department chairman and

dean with the final approval of the Board of Trustees upon recommendation of the provost and the president. These leaves are without salary and are generally for a maximum of one year. Faculty members are asked to request such leave at least three months (more if possible) in advance of the proposed leave period.

In many instances a leave of absence may bring honor both to the faculty member and the University, e.g. a leave to accept a fellowship, to accept an invitation for a period of research at another university, or a period of government service. The University is pleased to facilitate such opportunities. A leave of absence may also be requested for personal or health reasons. The University discourages requests for leaves to enter private business or to accept a regular faculty position elsewhere. Each case is considered on its merits. In no case will a leave of absence be extended beyond two years.

It should be noted that because faculty members serving on nine-month contracts are paid in twelve monthly installments, a leave of absence without salary for one quarter requires that four monthly payments be withheld. Any regular faculty member receiving a leave of absence may make arrangements with the Office of Personnel Services/Benefits Administration for the payment of major medical and group life insurance premiums (and Blue Cross, if subscribed to) during the months for which no salary will be paid.

Leave of Absence Requirements for Ohio Service Credit for the State Teachers Retirement System

1. Prior to the approved leave, the faculty member must submit a written request to the Office of Academic Affairs, approved by the dean of the college, regarding the purchase of the employer's share of contributions for the period of leave. The law does not permit the faculty member to make this contribution, and the request must therefore affirm that this contribution, and the request must therefore affirm that this cost will be borne by the "qualified employer" for whom the faculty member will render service during the leave.
2. Without approval from the Office of Academic Affairs no retirement service credit is authorized.
3. No later than six months after the termination of a leave of absence, the faculty member must seek the approval of the State Teacher's Retirement System to purchase the service credit.
4. If the faculty member's request for purchasing service credit is approved by the Board of Directors of the State Teacher's Retirement System, both the individual and the University will be notified to forward their contributions. The University's share will be paid from the contribution provided by the "qualified employer" as outlined in Item 1 above.

The Office of Personnel Services/Benefits Administration is available for assistance with these requests.

2.5.1.2 Pregnancy Leave of Absence

A faculty member who becomes pregnant may make a written request to be granted pregnancy leave of absence without salary for a period of time not to exceed 125 working days. Additionally, a faculty member may use any or all of her accrued sick leave and vacation leave for absences due to pregnancy. At least one month's notice prior to the beginning of pregnancy leave must be given to the appropriate administrative authority. Faculty members taking pregnancy leave may make arrangements with the Office of Personnel Service/Benefits Administration for the continuation of hospitalization, surgical, major medical, and life insurance coverage during the months for which no salary is paid.

2.5.2 Sick Leave

Sick leave represents an "insurance" type benefit for absence due to personal illness, injury, or pregnancy; for illness, injury, or death of a member of the

immediate family of the faculty member; or to cover a period of quarantine required by exposure to a contagious disease. Determination of sick leave shall be based on a faculty member's inability to perform regular teaching, service, research, or related responsibilities due to absence for reasons described herein. Faculty members are required to report to department chairmen when they are unable to perform regular duties and should assist chairmen in arrangements for coverage. The guidelines for this benefit are:

1. Sick leave is granted on approval of the department chairman and dean by notifying the chairman as soon as practible, presumably on the first day of absence.
2. Sick leave with pay credits will accumulate at the rate of 1.25 days (10 hours per month) of service, including periods of vacation and paid military or sick leave, for all regular continuing faculty. Faculty on less than full-time appointments shall be entitled to sick leave credit for time actually *worked* at the same rate as that granted regular continuing faculty.
3. The accumulation of sick leave credits at this rate shall be unlimited.
4. The University reserves the right to require faculty members to furnish proper evidence of illness.
5. If a faculty member transfers from one department of the University to another, or from the University to another State of Ohio agency, or from another State of Ohio agency to The Ohio State University, accumulated sick leave credits will transfer to the new department. Proof of sick leave credits must be furnished in writing by the department that the faculty member is leaving to his new department.
6. University faculty members upon retirement with ten or more years of service with the state, shall be compensated in an amount not to exceed one-fourth of the value of accrued but unused sick leave credit based on the individual's rate of compensation at the time of retirement. The maximum payment shall be for 240 hours. The payment for sick leave under this policy eliminates all sick leave credit of the faculty member at the time of retirement and payment will be made only once to any individual.

2.5.3 Jury Duty

Whenever possible, faculty members summoned for jury duty or as a witness on behalf of a governmental unit will be granted excused absence with pay for time spent in the performance of such duty.

2.5.4 Military Leave

Faculty members who are members of the Ohio National Guard or any other reserve component of the United States Armed Forces are entitled to a leave of absence with pay for the time spent on active duty or required field training (up to thirty-one days per calendar year).

2.6 Enrollment in Courses

It is the policy of the University not to appoint graduate students to regular faculty status or auxiliary faculty status. Exceptions to these policies require approval of the dean of the Graduate School.

Faculty members may audit courses, subject to the usual fees and procedures applying to auditors, when such auditing does not conflict with their assigned duties.

2.7 Workmen's Compensation

Faculty members are protected by the State Workmen's Compensation law for on-the-job injuries or occupational diseases. This protection also extends to injuries received during authorized travel for University activities.

2.8 Unemployment Compensation

Unemployment Compensation provides for benefits to be paid to faculty members who are unemployed involuntarily and who are available for and seeking work. Eligibility is established when the faculty member has worked at least twenty weeks and has earned at least $20 in each of those weeks. Benefit amounts are based on the average weekly wage and the number of dependents.

2.9 Blood Bank Program

Members of the University faculty and their immediate families are eligible to receive blood as needed at no cost through the University's American Red Cross Blood Bank program. Under this program, faculty members are not required to deposit blood prior to surgery, but instead draw on the reserve built up by the contributions of blood from members of the University's faculty and staff. Periodic blood drives are conducted on campus and faculty members are encouraged to give blood to meet the annual quota and assure that adequate supplies of blood are available.

3.0 Supplemental Compensation

The salary of a regular, full-time faculty member is intended as compensation for all activities performed for, or in the name of, the University. Some cooperative endeavors, such as teaching service courses, are part of a normal or reasonable faculty load and require no interdepartmental budgetary transfers or supplemental funds. Other supplementary responsibilities may qualify a faculty member for corresponding reductions in other responsibilities or for a salary increase. Except in rare instances, however, a faculty member's full-time assignment should be covered within his single University appointment. Such instances may allow the University to engage faculty in supplemental services to offer incentive and flexibility in assisting regional campuses, continuing education activities, and special programs such as the graduate program at Wright Patterson Air Force Base.

Compensation for supplementary University responsibilities may be approved when:

(a) The activity is not recurring. Once the need for repeating supplemental compensation becomes apparent, that need should be supported through regular assignment.

(b) There is no way to release the individual from other duties to make this service a part of the regular assignment.

(c) There is no one else by whom the service can be performed without supplemental compensation.

(d) The same individual is not repeatedly involved in activities of this nature.

(e) The activity in question does not interfere with the regular responsibilities of the individual faculty member, including professional development.

3.1 Procedures on Supplemental Compensation

The amount of supplemental compensation is computed on a dollar basis and is subject to the following criteria:

(a) The total amount of supplemental compensation received during a period of one year *may not exceed 20 percent of the base nine- or eleven-month annual (full-time) salary.*

(b) The total amount of supplemental compensation received during the period covered by the supplemental appointment *may not exceed 35 percent of the base salary earned during the same period and provided the time does not exceed (1) day per week.*

(c) The total amount of supplemental compensation received over any two-year period *may not exceed 10 percent of the base nine- or eleven-month annual salary total for the two-year period* (in order to avoid involving the same person repeatedly in such activities).

Supplemental compensation of 20 percent is usually expected to correspond to one day per week equivalent service. In case of concomitant outside consulting, the total supplemental service both within and without the University should not exceed one day per week.

Percentages are computed according to the following formula:

$$\frac{\text{proposed supplemental compensation for the period}}{\text{regular (100\%) base annual salary for the same period}} \times 100\% = \text{\% supplemental services for the period}$$

3.2 Reporting

Requests for permission to engage in University activities which would produce supplemental payments over and above full-time appointments to a regular, full-time faculty member require the prior approval of the provost based on the recommendation of the department chairman and dean.

In reviewing requests to engage in supplemental services, the chairman, dean (or other appropriate supervisors) and the provost will consider the amount of time required by the extra activity, the faculty member's assigned responsibilities, the quality of the faculty member's performance, the feasibility of released time and adjustment of the faculty member's other responsibilities, the recurring nature and the need for increased salary rather than supplementary compensation.

Before service is performed, an approved request for supplemental services and payments submitted on Form No. 8866 (available from General Stores, Stock #53770) is forwarded with the Personnel Action Request (PAR) to the Office of Personnel Services.

4.0 Outside Professional Services

In the tradition of the land-grant college, The Ohio State University recognizes its central mission as teaching, research, and service. Appropriate faculty professional service outside the University can enrich the University academic programs and benefit a variety of agencies and organizations, both public and private. The University thus acknowledges the value of qualified faculty members engaging in professionally related activities that render significant service to the public and at the same time contribute to their own competence as teachers and scholars.

In making decisions to engage in professional service outside the University, both with and without compensation, University faculty must consider first and foremost the requirements of their total University commitment and responsibilities. These guidelines on outside professional service have been prepared with a view toward ensuring University responsibility and accountability.

4.1 Procedures

Since 1937, the University has required regular, full-time faculty members wishing to engage in outside professional service for compensation to obtain prior approval for such service. The procedure is initiated by completing Supplemental Compensation Form 8866 (which replaces Form 5241). The request is then submitted to the department chairman, dean, and the provost. A separate request is completed for each specific professional activity. The faculty member is not required to state the amount of compensation for outside professional

service. In reviewing the requests, the department chairman, dean, and provost will determine whether the service to be performed is consistent with the mission, priorities, available resources, responsibilities, and best interests of the department, college, or University.

In the case of a faculty member assigned to or budgeted through a regional campus of the University, the director of the regional campus also reviews a request for outside professional services.

Copies of each request acted upon are returned to the college, department, and the faculty member.

A faculty member wishing to engage in a continuing outside professional activity must submit a supplemental compensation form at the beginning of each academic year.

4.2 Extent of Activities

In requests to perform outside professional service during the regular University week, the total time should not exceed one day per week. Occasional approved conferences or activities requiring several consecutive days will be pro-rated according to the ratio of one day per week. If the faculty member is also engaged in supplemental University services for compensation, the total time for extra services, both within and without the University, must not exceed one day per week.

4.3 Policy Restrictions

A faculty member engaged in consulting or other outside employment must avoid the use of information or procedures that may involve a conflict of interest with assigned University responsibilities, particularly as related to an area of ongoing research and including sponsored programs with specific contractual restrictions. The signing of a patent or copyright agreement with the outside company or agency may in some instances result in a conflict of interest.

4.3.1 Use of University Name

A faculty member engaging in outside professional activities for compensation should not use the name of The Ohio State University in such a manner as to suggest institutional endorsement or support of a non-University enterprise. Neither business cards bearing the University name and address nor University stationery are to be used in connection with such outside consulting activities.

4.3.2 Use of Facilities

If University space, services, supplies and equipment are required to perform the outside professional service for compensation, permission must be obtained and fees paid to the University for the use of such facilities.

4.4 Activities Requiring Prior Approval

Examples of activities occurring during the regular University week for which faculty members should have authorization (using the Supplemental Compensation Form) are as follows:

(a) Compensated services to a corporation, business, or industry as an individual officer, director, owner, agent, consultant, or employee.
(b) Compensated services to a school system or educational institution or government agency or as a scheduled lecturer, consultant, or part-time employee.
(c) Compensated services to a private foundation, or professional or trade association as a consultant, officer, director, or part-time employee.
(d) Compensated services as an expert witness in any civil or criminal case.
(e) Compensated services for private lessons in art or music.

(f) Compensated services as editor or reviewer for professional journals.
(g) Compensated services for symphonies, choruses, and theatrical activities.
This list is intended to be illustrative rather than exhaustive.

4.5 Exempt Activities

4.5.1 Off-Duty Quarter

A faculty member under a nine-month appointment need not seek authorization to engage in consulting or other outside professional service during his off-duty quarter unless he is simultaneously engaged in sponsored research or other University activities involving a special appointment.

4.5.2 Health Care

All areas which are involved in the care of patients in a teaching environment are covered by this document except those activities which are explicity covered by approved practice plans.

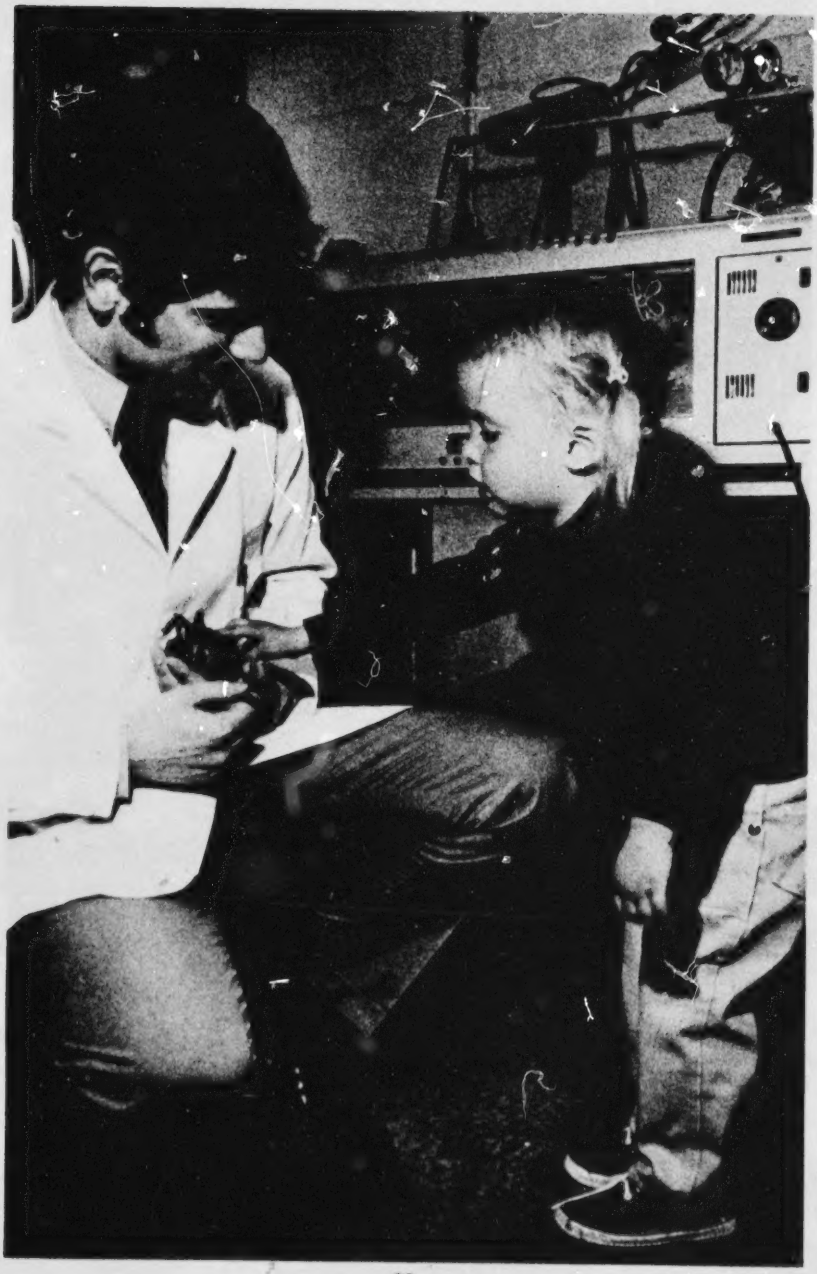
4.6 Absence From Duty

A faculty member authorized to engage in outside activities is required to report absences from regular duties on the absence from duty form (Form #3972). (Time devoted to outside professional activities is also reported on the Quarterly Activity Report for each authorized activity.)

5.0 Nepotism

The basic criteria for appointment and promotion of all University faculty shall be appropriate qualifications and performance. Appointment of relatives or spouses to the same unit may be made provided that the appropriate position(s) is (are) open and that salary and other perquisites reflect the responsibilities of the position and the experience and achievements of the appointee(s). No supervisor, however, shall initiate or participate in institutional decisions involving direct benefit (initial appointment, retention, promotion, salary, leave of absence, etc.) to relatives or spouses.

The University's objective is to eliminate discrimination in appointment, promotions, wages, hours or other conditions of employment. It is not the intent of this policy to encourage or discourage the employment of relatives within the same unit, but rather to emphasize the concept that the selection of personnel shall be solely on the basis of merit.



I INSTRUCTIONAL POLICIES AND STUDENT-FACULTY RELATIONS

1.0 Student Absences

If a student has not appeared by Saturday of the first week of class in a course in which he is registered, the instructor may ask his department chairman to disenroll that student (Rule 41.07), and the department chairman must notify the college office to perform the action. In general, if a student is absent so often that he is in danger of failing, the instructor should request that to the dean of the college in which the student is enrolled to take appropriate action (Rule 45.01). These, plus a rule restricting group absences, are the only University-wide rules on absences, but departments and schools may have adopted rules and policies of their own in addition.

2.0 Changes of Schedule

If an instructor wishes to change the hour or place of any class or examination, the instructor's department office must obtain permission of the Scheduling Office. The instructor then has the responsibility to ensure that others in the department as well as all students are notified of the change.

3.0 Academic Requirement and Grading

University academic requirements and grading policies are outlined in sections 31, 33, 35, 37, and 47 of the *Rules of the University Faculty*. Current information is also published in the various *Bulletins*. Instructors are urged to read these sections carefully, and to check new documents for changes as they appear.

4.0 Academic Misconduct

4.1 The Duties of the Instructional Staff

Dishonest academic practices are dealt with by the University in order to protect the academic standards of the University. In protecting these standards, the University recognizes its moral as well as its educational responsibility and authority. The importance of the obligations of the instructional staff in this context cannot be overstressed. *University rules require that all cases of dishonest academic practices be reported to the Committee on Academic Misconduct;* failure to do so constitutes a serious breach of duty for two reasons. First, if cases are not reported, the student's right to due process is violated, a circumstance which becomes especially serious if a sanction is applied. Second, the academic integrity of the University is threatened by the fact that, unless records of first offenses are kept, many students will not be sufficiently discouraged to prevent second or subsequent offenses.

In addition to its concept with student conduct, it is the further duty of the Committee on Academic Misconduct to investigate all cases of lax or irregular methods that are employed by the instructional staff while conducting examinations, that might tend to promote academic misconduct on the part of students. The Committee recognizes that the physical facilities provided for the giving of examinations are often less than ideal but it believes that even in a crowded classroom a general warning to all students, removal of unnecessary student materials, and careful proctoring can prevent most potential misconduct. In this regard, the Committee would be pleased to assist faculty in developing procedures which might be able to prevent misconduct. There is general agreement that "preventive medicine" should be practiced instead of *post hoc* treatment. It is our realistic hope that potential cases of Academic Misconduct can be avoided

when the academic community assumes joint responsibility for enlightening students concerning standards of integrity, behavior and general conduct expected of all students.

4.2 The Operation of the Rules

The following procedures apply to the disposition of cases involving academic misconduct (other than in professional colleges having their own published honor codes and procedures):

4.2.1 In every instance where academic misconduct is suspected, be it cheating, plagiarism, substitution or some other dishonest practice, the instructor should meet with the student or students involved and attempt to determine "what happened." (The presence of a colleague is recommended when it appears that the evidence will substantiate a formal charge.) In this meeting, every attempt should be made to preserve the traditional faculty/student relationship which is, after all, the foundation of the University. If the student readily and voluntarily admits to wrong doing, he or she should be asked to write a letter, to the faculty member, admitting guilt and furnishing such other information as the student may feel would be useful for a reviewing authority to know. If the student denies guilt, or doesn't know what action to take, no further attempt should be made to obtain a statement. In these cases, the student will be counseled by a representative of the Committee prior to further action.

4.2.2 The instructor shall describe the case fully in a written report to the chairman of his academic unit.

4.2.2.1 The report should be as complete as possible. The instructor should attach to his report all relevant documents, such as the crib used in an examination, or the paper of the student from whom the material was copied.

4.2.2.2 When a theme or report has been plagiarized, all borrowed passages should be set off in square brackets, and their location in the original source or a copy of it should be attached to the student's paper.

4.2.2.3 When copying from another student during an exam is involved, a copy of the exam should be included, as well as the answer sheets submitted by any students involved.

4.2.3 The department chairman shall review and transmit the report to the chairman of the Committee on Academic Misconduct, Office of Academic Affairs, 308 Administration Building. If possible, the report should be hand-carried. If not, the envelope should be marked "confidential."

4.2.4 In all cases of misconduct, the instructor may recommend a course of action (and, please, provide the rationale for such recommendation) to the Committee on Academic Misconduct. The final decision in the case, however, remains the prerogative of the Committee.

4.2.4.1 When an instructor recommends a course of action, the report should indicate what loss of academic credit is involved. *The Committee believes that a student guilty of academic misconduct in a course has forfeited the right to any credit in that course.* Accordingly, the Committee strongly recommends that instructors give such students a grade of "E" for the entire course.

4.2.5 If the accused student either denies guilt or doesn't know what action to take, and the instructor has evidence of guilt, the instructor's report should include a written statement asking the committee to investigate the possibility of academic misconduct, and then follow the procedures outlined in sections 4.2.2 and 4.2.3. A student who denies guilt should be

allowed to continue in the course without prejudice pending a decision by the Committee. Should the course end before a hearing can be scheduled, the instructor should assign the grade of incomplete.

4.2.6 The student shall always have the right to be heard by the Committee, if he so requests.

4.2.7 An accused student who has been involved in a previous case of academic misconduct must be brought to hearing by the Committee.

4.3 Procedure for Reporting Lax or Irregular Methods of Conducting Exams

Pursuant to its responsibilities under Section 2 of Rule 29.2721 to investigate all cases of lax or irregular methods of conducting examinations which tend to promote academic misconduct on the part of the students, all students are encouraged to report to the chairman of the Committee on Academic Misconduct, Office of Academic Affairs, any information relating to lax or irregular methods of conducting examinations. Such reports will be promptly and thoroughly investigated.

5.0 Student Evaluation of Teaching

The Office of Academic Affairs makes the University Student Evaluation of Teaching (SET) system available as a service to interested faculty. The system uses optical scanning forms which include written basic questions, provision for optional questions, and space for written comments. Materials and instructions are available in college offices. Use of this SET is voluntary, and results are kept in strict confidence—no records are kept centrally. However, SET results may be submitted as supporting evidence of teaching ability. In addition to the University system, many departments have their own forms and programs for student evaluation of teaching.

6.0 Office of the Vice President for Student Services

The Office of Student Services coordinates extra-curricular programs and services for all students.

6.1 Office of Student Programs and Development

Student organizations and activities are officially registered, guided and supported by the Office of Student Programs and Development, which is located on the fourth floor of the Ohio Union (Telephone: 422-6901). Student judicial systems, publications, apartment referral services, governance, commuter programs, fraternity and sorority living, financial auditing, Pop Concerts, women's programs, volunteer service, and black student activities are developed by the professional staff of this office. The University *Code of Student Rights and Responsibilities* is administered here.

6.2 New Student Orientations (See IV, 5.15)

6.3 Counseling and Consultation Services

The Counseling and Consultation Services at 28 Student Services Building (Telephone: 422-5766) can help students with personal and social learning and adjustment, vocational and educational decision-making, training for more effective participation in groups, and premarital counseling. Staff of this service also provide assistance for physically-handicapped persons. Faculty members are encouraged to seek consultation from the staff when dealing with students who have personal concerns.

6.4 International Students

The International Students Office, located in 101 Student Services Building (Telephone: 422-6101), sponsors programs which help these students adjust to U.S. customs. It assists international students with problems such as passports, visas, and travel restrictions. The office can also provide assistance to foreign faculty members or faculty going abroad.

6.5 Student Housing

The University offers a variety of residences for undergraduate, graduate, professional, and married students.

The Office of Residence and Dining Halls, 640 Lincoln Tower (Telephone: 422-8266), is responsible for the management, programming and food service of the housing facilities at the University.

In addition to the 22 undergraduate halls with varied choices of living environments, facilities are also provided for men and women graduate and professional students in Jones Tower and Morrison Tower; graduate and professional women students in Neil Hall apartments; and married students in Buckeye Village apartments.

6.6 University Health Service

The John W. Wilce Student Health Center, located at 1875 Millikin Road (Telephone: 422-2112), provides a wide range of outpatient care for full-time and part-time students. It is not necessary to be covered by the Student Health Insurance to receive care at the Student Health Center. The faculty is provided only minor emergency treatment.

The Center is open with full services from 8 a.m. to 5 p.m. weekdays and with reduced services from 5:00 to 8:30 p.m. weekdays and from 8:00 to 11:15 a.m. Saturdays.

The health service does not provide written statements attesting to a student visit. However, confirmation or denial of an alleged visit can be secured by telephoning 422-2112.

6.7 Student Financial Aids

The primary function of the student financial aid program is to enable qualified students with limited financial resources to attend college.

The Student Financial Aids Office, located in the Student Services Building (Telephone: 422-1134), is open from 8 a.m. to 5 p.m. weekdays and 8 a.m. to noon on Saturdays.

Student help for faculty may be obtained through the Work-Study Program or the Student Employment Office. The office also administers the University's scholarship, grant and loan programs.

6.8 Student Organizations and Activities

There are more than 400 registered student organizations on campus. Many of these organizations are extensions of specific academic disciplines, student government organizations, fraternities, sororities, religious, and other interest groups. Under faculty rules, all student organizations must have faculty or staff advisers approved by the Council on Student Affairs. A leaflet detailing the objectives and specific responsibilities of faculty advisers and other helpful information is available from the Student Organizations Office in 436 Ohio Union (Telephone: 422-6061).

6.9 Student Unions

The Ohio Union, 1739 North High Street, is a student center for recreational, social, educational, and cultural activities on campus. Specific facilities include the

browsing room, music lounge, craft shop, game room, bowling lanes, billiards, table tennis, photography darkrooms, sign shop, and Communications Center. The Union also offers dining facilities and provides lounge areas for relaxation and study rooms.

Faculty may make arrangements for use of the union facilities, whether for meetings, food services or other events, by calling the Onio Union Office, 422-7924.

The Drake Union is a new union-theatre facility located on the Olentangy River between Morrill and Lincoln Towers. It combines the academic facilities and programs of the Department of Theatre with the social, recreational, cultural, and food programs and services of the union.

The Drake Union offers a variety of recreational opportunities including bowling, billiards, exercise rooms, and sauna baths. The Drake Union Marina offers sailing, canoeing, row boating, and paddle boating. Bicycles, picnic and camping equipment can be rented from the Drake Union.

Faculty members and their families are welcomed to take advantage of the Unions' facilities.

7.0 University Discipline System

Responsibility for the administration of the discipline system for students has been delegated by the president to the vice president for student services. The vice president for student services is responsible for publishing the *Code of Student Rights and Responsibilities*, which sets forth those regulations or policies which relate directly or indirectly to students, student life, or to student organizations. The *Code* also contains a statement on student rights and describes the various judicial bodies established to hear cases of alleged violations of the *Code*.

Except for violations of the Open Housing Rule (Rule 55.00), the University limits its jurisdiction for student misconduct to those violations which take place on the University or on University-related premises. Further, only student conduct in violation of the *Code* or other published University rules or policies can subject a student to disciplinary action by the University. Certain types of misconduct may subject a student to the concurrent jurisdiction of, and the imposition of a sanction by, both the University and civil authorities if a violation of both University rules and state statute or municipal ordinance takes place on the campus.

Most information concerning student conduct or student rights and responsibilities can be found in the *Code*, which is available from college offices or from the Office of Student Judicial Programs. Incidents of non-academic student misconduct or questions about the University judicial system can be referred to the code administrator, a staff member in that office.

III. INSTRUCTION AND RESEARCH FACILITIES AND SERVICES

1.0 University Libraries

The Ohio State University library system is one of the ten largest at state-supported universities in the U.S. The University Libraries include the main library (William O. Thompson Memorial) and 21 department libraries. The latter are libraries specializing in particular subjects or groups of related subjects, such as agriculture, biological science, commerce, education, geology, music, and physics. The University Libraries administer regional campus libraries at Lima, Marion, Mansfield, Newark and Wooster. The main library contains the collections pertaining to most of the disciplines of the humanities and social sciences, a general reference service, the microfilm collections, and the rare book collection.

Special reading rooms in the main library are organized for specialized study and research in English and speech; history, philosophy, and political sciences; foreign languages; and black studies. Maps and atlases are also provided in the main library.

In all, the University Libraries contain nearly 3 million volumes. Over 100,000 volumes a year are acquired and more than 23,000 periodical subscriptions are received. In addition, the Libraries hold about 800,000 microforms, 123,000 maps, 25,000 phonograph records, 430,000 pieces of sheet music, and over 300,00 government documents arranged by federal agency (most government documents are catalogued and shelved as part of the various collections).

All titles in the University Libraries are recorded in the Automated Circulation System, and are accessible via author, title, or call number through 50 computer terminals located throughout the system. A book may be charged out or renewed by simply calling the University Libraries' telephone center at 422-3900. Upon request, books will be sent to patrons via campus mail. All titles are also represented in the union card catalog in the main library and each department library maintains a card catalog for its collection. The Reference Department, located on the first floor of the main library, provides professional library assistance and houses an excellent collection of basic and specialized reference works. Graduate students and faculty are encouraged to confer with the consultant for library researcher and lecturer in bibliography for advice on bibliographic sources for theses, dissertations, and research projects. The consultant is also available for lectures to advanced classes and seminars.

Any person may use the University Libraries for reference, but books may be drawn for home use only by the faculty, staff, and registered students of the University, and by faculty members of institutions connected with the Ohio College Library Center. The immediate families of faculty members may obtain annual courtesy cards for regular library privileges. Faculty, students, and staff may use the stacks of the main library directly.

The University Libraries have been organized and maintained for the primary purpose of providing books and services necessary for the instruction and research carried on at the University. There are strong general collections in the many subject fields in which courses are offered. For the support of research, there are many complete files of newspapers, journals, reports, and society proceedings from various parts of the world. Large collections of early books, journals, and newspapers are available on microfilm. The library is the depository of theses and dissertations produced at the University.

The University Libraries are strong in source materials for the study of medieval history and culture, Reformation history, Romance languages and literature, and English and American literature; long and complete files of journals on chemistry, geology, botany, and zoology; extensive files of herd registry books and agricultural reports. Collections are also strong in American fiction and poetry of the nineteenth century, early French literature, editions of Cervantes, Spanish drama of the Golden Age, Restoration drama, science fiction

periodicals, and the history of economics, especially the economics of France in the nineteenth and twentieth centuries. Collections are being developed in black studies, Slavic studies, in the history of science, and in selected writers: Algren, Beckett, Flaubert, Hawthorne, Thomas, and Thurber.

Library holdings include the British Parliamentary Papers, United Nations and League of Nations publications, and microforms of many library resources such as the Human Relations Area Files, the Landmarks of Science Collection, and portions of the New York Public Library's Schomburg Collection. The library also maintains the John H. McDowell Film Archives of the Theatre Research Institute.

Excellent interlibrary borrowing service is provided. The library is a member of the Center for Research Libraries which provides rapid access to approximately three million volumes of specialized scholarly materials. The Center's resources include over 600,000 foreign dissertations, microfilm of over 2,000 U.S. and foreign newspapers and extensive journal holdings, particularly in science and technology. Details of the Center's collections may be found by consulting the Center's *Handbook* and its published catalogues of serials, newspapers, and monograph holdings. A descriptive brochure, "Library Materials Available for Research from the Center for Research Libraries," may be obtained at the reference desks.

The Libraries offer a variety of automated bibliographic "current awareness and retrospective search services." These services are available through the Mechanized Information Center (phone 422-3480) or by applying to the appropriate department library. The data bases currently searched include all articles (about 8,000 per week) from 3,400 journals covered by the *Pandex* and Institute for Scientific Information indexing services, all items indexed in *U.S. Government Reports Announcements* and available from the National Technical Information Service (about 1,000 per week), and all English language monographs cataloged by the Library of Congress (about 1,500 per week). Services are also provided using data from *Chemical Titles*, *Bibliograph of Agriculture*, *Research in Education*, *Psychological Abstracts*, and *Current Index to Journals in Education* (*Research in Education*, and *Current Index to Journals in Education* comprising the total Educational Research Information Center or ERIC data base). In addition to bi-weekly notifications of new citations, one-time retrospective searches back to 1968 are available.

Two facilities are provided especially for use by undergraduates. In the main library, the Undergraduate Library is located on the second and third floors. On West Campus, the Learning Resources Center, located at 1070 Carmack Road, is a multimedia facility seating 1,600 students and providing access to slides, tapes, filmstrips, motion pictures, closed circuit TV, dial access listening, and computer-assisted instructions, as well as books and journals.

The browsing room in the main library provides a selected collection of current and classic titles for general and recreational reading. A circulating collection of phonograph records is also available.

The James Thurber Reading Room (214 Thompson Memorial Library) provides access to the library's rare books and other special collection materials. Books from all fields are represented, but notable strengths are: nineteenth century American fiction, Cervantes, Restoration drama, and certain selected areas or authors (e.g., science fiction periodicals, Nathaniel Hawthorne). The extensive manuscript collections include the writings of Thurber, Nelson Algren, Samuel Beckett, Dylan Thomas, Lawrence and Lee, Gertrude Stein, and other literary figures. Other manuscript resources include choreographic scores from the Dance Notation Bureau and microfilms of manuscripts from Hilander Monastery at Mt. Athos, Greece.

The Health Science Library located at 376 West 10th Avenue serves faculty and students in medicine, dentistry, nursing, allied medical professions, pharmacy, and optometry. The library is housed in a new $4.8 million facility and has the capacity to contain approximately 175,000 volumes with 1,300 seats in an area of about 70,000 sq. ft. The facility is unique in that it is the first academic library

in the United States with a fully automated bookstack system. This service retrieves desired books and journals mechanically in two to three minutes. The library is also a participant in the National Library of Medicine's on-line MEDLINE system, a computer-based citation retrieval system which searches a large data base containing the most useful journals covered by *Index Medicus*.

Further details about the Libraries and their operation may be found in the *Library Handbook*, available in all libraries. The libraries acquisition department also provides a guide for requesting purchase of library materials and many of the department libraries provide brochures covering particular libraries in detail.

1.1 Other Libraries

Faculty members are privileged to use the libraries of the 50 college and university members of the Ohio College Library Center directly. In addition, there are many fine libraries within the metropolitan area. The Ohioana Library and the State Library are separate organizations serving different functions. Both, however, are located in the Ohio Departments Building on Front Street. The Ohioana Library includes only collections of books and music created by native sons and daughters of Ohio and books and other materials about Ohio. It is a reference library of 20,000 volumes open to the public; however, its materials do not circulate. The State Library, with a collection of about 1,270,000 volumes, serves as the central repository of all libraries in the state, and as a reference library for the various branches of state government. The library will circulate materials. The Battelle Memorial Institute Library, 505 King Avenue, contains an extensive collection of over 130,000 volumes of technical material. The Ohio Historical Society Library, located at 1982 Velma Avenue, is a reference library open to the public. Materials do not circulate. The collections include books, maps, photographs, newspapers, genealogical materials, and many other items of local Americana, with emphasis on the history and development of Ohio and the Middle West. The collection totals about 95,000 volumes and numerous manuscripts. The Columbus Public Library is located at 96 South Grant Avenue. Its 19 branches and 4 bookmobiles make available to Columbus readers a collection of more than 2,900,000 volumes. Suburban libraries are found in Bexley, Grandview, Upper Arlington, and Worthington.

2.0 Research

2.1 Research Agencies

Research projects of faculty members are part of their academic responsibilities, and the University has made a number of administrative arrangements to support the faculty, chairmen, and deans in research activities. The dean of the Graduate School and vice provost for research works with the deans and other heads of educational and research units and through the Graduate Council establishes research policies and procedures. In addition, a number of organizational units have been designated with broad responsibilities for serving faculty members, particularly in connection with administering their research or academic projects supported by outside funds or in seeking support for research, instruction, or related scholarly activities.

2.1.1 Research Foundation. The Ohio State University Research Foundation is a nonprofit educational institution, whose function is to aid in the development and administration of research activities undertaken on behalf of the University in the pursuit of its academic objectives. A large portion of the sponsored research administered by the Research Foundation is funded by various agencies of the federal government, with lesser amounts being supported by industry, foundations, and other private sources. The Project Development Assistance

Division of the Research Foundation is available to help faculty members locate potential sources of support. Proposals may be reviewed with members of the division.

2.1.2 Office of Business and Finance. The University Office of Business and Finance, in conjunction with the Office of Academic Affairs, is involved primarily in the administration of grants and contracts related to instructional matters (training programs, academic year, and summer institutes, etc.).

2.1.3 Engineering Experiment Station. The Engineering Experiment Station is involved in the administration of contractual arrangements with industrial, business and government research sponsors, and in-service programs directed toward the immediate assistance of business and industry. Sponsored research and service programs administered through the station are conducted in the various laboratories of the College of Engineering.

2.2 Instruction and Research Computer Center

Any member of the University faculty may obtain use of the equipment of the Instruction and Research Computer Center for unsupported research of his own or of his students by applying to his department chairman for a grant of special funds, called computing money, which has been allocated to his department. These special funds may also be used to purchase computer time for instructional purposes. Time used in connection with contract research must be paid for with contract funds, however. A faculty member wishing to make use of the equipment of the center for himself or his students must submit a preliminary description of his problem in person so that an estimate of the time may be made.

The main facility is located in the Baker Systems Engineering Building, 1971 Neil Avenue, where an IBM System/370 Model 165 is located. In addition to the usual card readers and printers, a cathode ray tube sheet film plotter is connected to the System/370. An IBM 1130, which is equipped with graphics display console, a drum plotter and paper tape handling equipment, is located in the Hitchcock Hall Branch of the Center. A branch terminal at the University Research Center is equipped with a IBM 1620. The IBM 1620 is equipped with a drum plotter and paper tape facilities.

Although the major computer is located in the Baker Systems Engineering Building, most services are available through terminals located in Robinson Laboratory, Hagerty Hall, and Hitchcock Hall. Individual keyboard terminals which may be used to access System/370 Model 165 through the services of the Time Sharing Option (TSO) are scattered around campus.

Every quarter IRCC staff members teach short courses on various aspects of the computer. These courses are available at no charge to faculty, staff and students. For further information, call the main office of the IRCC, 422-4843.

The Instruction and Research Computer Center is continually expanding its services and improving its equipment. It invites discussions with University personnel concerning any computational and data processing problems with which they may be concerned.

2.3 Patents and Copyrights

It is important that colleges, academic departments, service agencies, and other subdivisions that produce and distribute printed, graphic, and other copyrightable material determine that their practice conforms with legal and institutional requirements. In addition, under Statute 3345.14 of the Ohio General Code, all rights accuring from patentable discoveries or inventions made in University

laboratories are the sole property of the University; but, by action of the Board of Trustees, a staff member may share in royalties earned from a patent obtained while he was in service to the University. All requests from members of the faculty that the University make application for patents are reviewed by the Committee on Patents and Copyrights.

Complete information in these areas, as well as manuals of procedure, are available in the Office of Academic Affairs.

2.4 University Press

The University Press, like its counterparts at major institutions of higher education throughout the United States, was established to publish scholarly books and journals that make important contributions to knowledge. The activities of the press, which is administratively responsible to the Graduate School, are supervised by an editorial board consisting of 14 members of the faculty appointed by the president to serve under the chairmanship of the dean of the Graduate School. Editorial offices are located at 2070 Neil Avenue. Since 1957, the Press has undertaken publication of over 200 titles. It also publishes the *Journal of Higher Education*, the only national periodical devoted to the entire field of higher education; *Geographical Analysis*, an international journal of theoretical geography; and the *Journal of Money, Credit and Banking*. The Editorial Board solicits manuscripts from both faculty and noncampus writers. The University Press is a member of the Association of American Presses, Inc., a league of more than 75 academic publishers in North America.

2.5 The Research Community

In addition to the centers, clinics, laboratories, and research facilities which are directly maintained by the University, the Columbus community includes a large number of independent research institutions which are affiliated with the University or have close working associations in various areas. Many organizations such as the American Association for the Advancement of Slavic Studies, Chemical Abstracts Service, and the American Board of Preventive Medicine have their headquarters in Columbus. Since it is not possible to describe or even list all of the relevant organizations (interested persons should consult the *Faculty and Staff Directory* for phone numbers), mention will be made of only two.

2.5.1 Battelle Memorial Institute. Adjacent to the campus but not a part of the University are the headquarters and the original research centers of Battelle Memorial Institute. Founded in 1929 through the will of Ohio industrialist Gordon Battelle, the Columbus-based Institute is a testamentary trust dedicated to the advancement of science through the conduct and encouragement of scientific research. At Battelle's Columbus laboratories research performed for industry and government encompasses virtually all facets of science and their application. This research center—and others in Frankfurt, Geneva, Richland (Washington), and Seattle—make the Institute one of the world's principal private research organizations.

2.5.2 Ohio Agricultural Research and Development Center. The Ohio Agricultural Research and Development Center, founded in 1882 as the Ohio Agricultural Experiment Station at Columbus, is now located at Wooster. The Center is currently conducting some 315 research projects in 15 subject matter areas: agricultural economics, rural sociology, agricultural engineering, agronomy, animal science, plant pathology, dairy science, food science and nutrition, forestry, home economics, horticulture, natural resources, fisheries, wildlife, and outdoor recreation, poultry science and veterinary science. In 1971, research facilities were valued at over $23.9 million, and the center had an operating budget of over $8.5 million.

3.0 Instruction

3.1 Instruction and Research Computer Center (See Section III, 2.2).

3.2 Computer Assisted Instruction

Since 1969, Ohio State has become one of the recognized leaders in applications of the computer in the direct instructional process. The purpose of Computer Assisted Instruction (CAI) is to assist individual learning through the utilization of the capabilities of a high-speed computer and a powerful interactive language.

There is no restriction as to which disciplines may use this medium. Applications are considered in terms of their appropriateness to assist the learner in knowledge acquisition, self-evaluation, management of progress, simulation-problem solving, and as a tool to collect data for evaluation.

A central CAI staff is available to provide consultation services to potential developers, training for programmers, system maintenance, coordination of operations, research assistance, demonstrations, and student use assistance. Although developers and users share a common centralized computer, and coordinate their activities through a central staff, development of materials and immediate control over student access remains with the faculty.

These basic considerations form the nucleus for determination of the suitability of the use of the medium: (1) justification in terms of anticipated student benefit; (2) justification for the need of the computer to accomplish the educational goals; (3) and the ability to state measurable criteria by which the materials are to be evaluated. Assistance in determination of these qualities is available from the Central CAI Office.

3.3 The Office of Evaluation and The University Testing Center

The Office of Evaluation has the responsibility of providing the teaching faculty with a reliable, efficient examination aids service. This service is composed of several components: machine scoring of examinations, production of reports of individual scores and class ranks, along with class measures of central tendency. Indicators of test reliability and item analyses are also generated for many of the examination aids users.

In addition, the Office of Evaluation provides assistance in routine data collection and instrument design to those members of the University community engaged in special studies, surveys, and the like. Consultation is also available to a limited degree in the analysis of data and interpretation of findings. The Office of Evaluation is located in Room 156, Rightmire Hall.

The University Testing Center routinely administers tests to four major groups of people: Entering freshmen or transfer students, students referred by a counseling or advising agency, students interested in credit by examination, or participants in various national testing programs.

Most tests to be administered to students on referral by faculty or staff are offered on a walk-in basis at the convenience of the students.

Proficiency tests, either departmentally constructed or as part of the College Level Examination Program (CLEP) are also available. The University Testing Center is located in Room 102, Rightmire Hall.

3.4 The Teaching Aids Laboratory

The Teaching Aids Laboratory located in Lord Hall, 124 West 17th Avenue is a department of the Office of Educational Services, learning resources group. Its mission is to support the University's instructional programs by providing professional assistance with the preparation and presentation of material for classroom and related activities. To fulfill this mission, the Teaching Aids Laboratory maintains three major departmental components: inclass instructional support, technical operations, and graphic design.

The inclass instructional support area schedules personnel, materials, and equipment necessary to fulfill a faculty member's request. These requests may be for borrowing an audio-visual device, 16mm films (both from on or off campus suppliers) and may include the personnel for operating the equipment. Charges for these services are made against service credits allocated to each academic department by Teaching Aids Laboratory at the beginning of the fiscal year and are based upon historical precedent and the department's student workload factors.

The technical operations area of the Teaching Aids Laboratory provides the technical expertise for consulting in the design and maintenance of all types of educational electronic and electro-mechanical systems. The staff is available to advise on equipment selection or purchase and can recommend manufacturers' approved preventive maintenance procedures in addition to providing equipment repair facilities.

The graphics area provides faculty consultation with respect to good practices in presentation of visual subject matter, and the best choice of medium to convey a given idea. The services of the artists include film animation, graphs, charts and maps, overhead transparencies, and artwork for films, slides, or television.

The Teaching Aids Laboratory also participates, along with the other learning resource departments, in the support of the Learning Resources Center, located on West Campus. This facility is a comprehensive multi-media learning center with small study and viewing rooms and many independent study carrels. A media consultant is available to assist faculty and coordinate material production with the appropriate Learning Resource departments.

3.5 The Listening Center

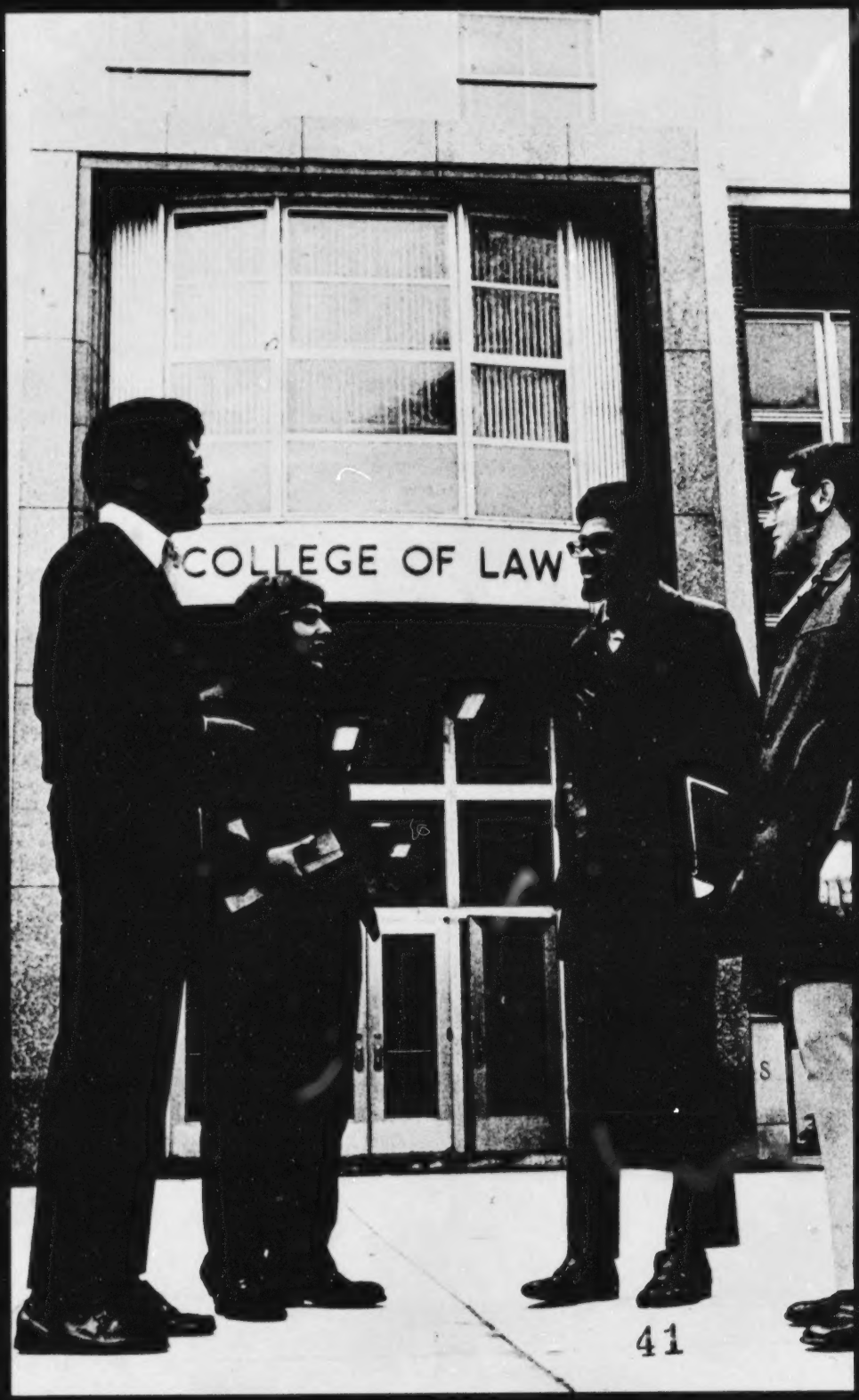
The primary objective of the Listening Center is to assist faculty who wish to use audio or visual materials in instruction. The four major components of Listening Center services are: The Dial Access Information Retrieval System; the tape libraries; the learning (language) laboratories; and the recording studios.

The Dial Access Information Retrieval is an electronic system for distributing audio and video materials and programs which are stored in a location remote from where they are dialed and received. Currently there are 400 study carrels in over 30 locations on and off campus which have access to 94 programs. The instructional material is developed by the instructor and can consist of any audio-visual information such as slides, filmstrips, audio and video tapes, records, etc. Materials presently stored in the Listening Center may also be used. The system has the capability for gathering statistical data on the number of calls received for any material. This information is available to any faculty member in increments of hour, day, week, or quarter.

The Tape Libraries are located in Denney Hall, Room 60; Cunz Hall, Room 108, and on the main floor of the Learning Resources Center, West Campus. Each library has tapes for the entire quarter's work, making it possible for the student to review material anytime during the quarter. Most recorders allow the student to record his or her own voice. Recorders on West Campus also have stereo capabilities. All facilities have equipment available so that the student may duplicate onto a cassette from any program on the dial system. The Denney Hall library also has a reel-to-reel duplicator. All three facilities have dial access.

There are four learning laboratories in Cunz Hall which can accommodate a maximum of 132 students. The labs contain a master console which enables the instructor to give oral tests, either live or prerecorded. The students' responses can be recorded for future use. The instructor can monitor and communicate with the students collectively or individually. The rooms are also equipped with Dial Access and auxiliary inputs so that any form of media may be used.

The recording studios in Denney Hall and Cunz Hall are equipped to handle all recording and duplicating functions necessary for the preparation of instructional materials. The center also provides technical assistance in recording, duplicating and editing of tapes; in addition pedagogical advice on preparing recorded material and integrating it with class work is available.


COLLEGE OF LAW

IV. ACADEMIC ORGANIZATION

1.0 Board of Regents

The Ohio Board of Regents consists of nine members serving nine-year terms; one is appointed every year by the governor with the advice and consent of the Ohio Senate. The Board in turn appoints the chancellor who serves as the chief administrative officer.

The Board of Regents studies state policy in the field of higher education and formulates a master plan, reviews the appropriation requests of state institutions, makes recommendations in regard to the higher education biennial appropriation, approves or disapproves the establishment of new branches or academic centers, and approves or disapproves all new degrees and degree programs. In addition, the Board of Regents coordinates the affairs of all state institutions, and makes recommendations with respect to academic policies and programs (See *Statutes*, Chapter 3333).

2.0 Board of Trustees

The Board of Trustees of The Ohio State University consists of nine members serving nine-year terms; one is appointed every year by the governor with the advice and consent of the Ohio Senate. The Board, as the governing body of the University, elect and fixes the tenure in office of the president, faculty and staff. The Board also fixes and regulates the course of instruction, prescribes the extent and character of research, and approves plans, budgets, bylaws, rules, and regulations.

The Board of Trustees elects a chairman, and unless otherwise specified by him, meetings are held on the first Friday of each month except the month of August. Meetings are usually held at the Fawcett Center for Tomorrow, and are open to the public (See: *Statutes*, Chapter 3335; *Bylaws*, Articles I and II).

3.0 University Senate

The University Senate is a unicameral body consisting of 24 administrators, 58 faculty and 40 student members. Administrative members serve by virtue of their position and have no fixed term of office; faculty members serve three-year terms, with one-third elected each year; student members are elected to serve one-year terms.

The University Senate, subject to the authority of the Board of Trustees, has the power:

(a) Under delegation by the University faculty to establish the education and academic policies of the University, to recommend the establishment, abolition, and alteration of educational units and programs of study, to recommend to the Board of Trustees candidates for honorary degrees, to recommend candidates for degrees and certificates (which power shall be reserved for the faculty and administrative members of the University Senate);

(b) To consider, to make recommendations concerning, and (in pursuance of rules pertaining to the University) to act upon matters relating to the rights, responsibilities, and concerns of students, faculty, administrators, and staff.

The University Senate meets at 9 a.m. on the second Saturday of each month during the academic year. Special meetings of the University Senate are held at the call of the president, the Steering Committee of the Senate, a majority vote of the senate members, or upon written request of twenty-five (25) or more senate members. Meetings are open to the public, and are generally held in the Electronics Laboratories building. (See: *Rules*, 28.00-28.19.)

4.0 Office of the President

The president is the chief executive of the University and as such is responsible for its entire administration, subject to the authority of the Board of Trustees. He is responsible for fostering and promoting education and research as the primary aims of the University and for enforcing the bylaws, rules, and regulations of the Board. As a member of the faculty, he interprets to the Board the proposals and actions of the faculty. The president is a voting member of all college faculties and of the Graduate School faculty; he also is a voting member and presiding officer of the University faculty and of the University Senate.

The Office of the President consists of the president, the executive assistant to the president and director of budget and resources planning, the special assistants to the president, the University ombudsman, and the affirmative action officer.

4.1 President's Staff

The president's staff consists of the president, the provost, the vice presidnt for business and administration, the vice president for student services, the vice president for medical services, the vice president for regional campuses, the vice president for educational services, the vice president for university development, the executive assistant and director of budget and resources planning, and special assistants.

Each member of the president's staff has a major area of responsibility assigned to him by the president with the consent of the Board of Trustees. Subject to the control of the president, he exercises authority within his major area of responsibility and such other areas as may be assigned to him by the president from time to time.

Assignment of specific areas of responsibility to members of the president's staff is made by the president with the approval of the Board of Trustees.

4.2 Council of Deans

The president of the University, the provost, the deans of the colleges, the associate provost for instruction, the vice provost for research and dean of the Graduate School, and the vice provost for arts and sciences shall comprise the Council of Deans of the University. The president is chairman of the council, the provost is vice chairman, and the associate provost for instruction is the secretary. In the temporary absence of the president, the duties of the presiding officer are assumed by the provost.

The Council of Deans meets on the call of the chairman, and serves as an advisory council to the president.

4.3 University Ombudsman

The ombudsman is charged to receive and attempt to resolve individual grievances of members of the University community (excepting those employees who have access to Civil Service grievance procedures) and to recommend considerations for change within the University in response to experience acquired in investigating individual cases. The ombudsman supplements, rather than replaces, other means for redress of grievances.

4.4 Executive Assistant to the President and Director of Budget and Resources Planning

The executive assistant to the president and director of budget and and resources planning has such responsibility as the president may from time to time direct and serves as director of the Office of Budget and Resources Planning. The major area of responsibility of the executive assistant to the president and di-

rector of budget and resources planning is that of capital and current funds budgeting, including analysis and planning of resource needs and allocations. The executive assistant to the president and director of budget and resources planning is responsible for: formulation, review, and monitoring of capital and current funds budgets; long-range resources analysis and planning, including cost implications of proposed programs; projections of enrollments and all factors bearing on future resource requirements and availabilities in the context of the mission and goals of the University.

The principal administrative officials of the Office of Budget and Resources Planning are the executive director of university budget, the director of campus planning and space utilization, the director of planning studies, and the director of special projects.

4.5 Affirmative Action

The director of the Office of Affirmative Action shall be responsible for overall implementation of the affirmative action plan. He shall perform the duties outlined in subsequent portions of this section, and such other duties as may be assigned from time to time by the Office of the President. The associate director of the Office of Affirmative Action shall assist in the general administration and coordination of affirmative action programs and such other functions as may be assigned from time to time to strengthen the University's efforts to ensure equality of opportunity for women.

The objectives and duties of the Office of Affirmative Action will be: (1) to establish channels of communication which will achieve wide knowledge of operational programs throughout the University; (2) to evaluate current programs for broadening educational and employment opportunities for minorities, women, and disadvantaged students and to determine whether the programs are effective and if not, to suggest and develop ways in which they may be improved; (3) to consider and develop new programs to strengthen the actions of the University in the area of human rights and relations; (4) to be responsible for the coordination, planning, development, and effectiveness of the affirmative action program; (5) to collect and maintain data on employment and educational practices; and (6) to be conversant with laws and rules of governmental agencies pertaining to equal opportunity.

Specific goals and target dates for the general University Affirmative Action Program will be announced in a separate publication at the beginning of each academic year.

The Office of Affirmative Action shall be staffed and assisted by personnel capable of providing assistance to the University in areas of (1) the instructional staff and (2) non-academic employees.

5.0 Office of Academic Affairs

The provost is the executive head of the Office of Academic Affairs and is the chief academic officer of the University. The provost is responsible directly to the president for all matters relating to the academic program, including instruction, research, and faculty affairs. The provost is also responsible for: the direction of research and sponsored programs, and the administrative coordination of The Ohio State University Research Foundation; the coordination of minority programs; with the vice president for educational services, the development of the University Libraries and other learning resources; with the vice president for regional campuses, the development of the four regional campuses.

The principal administrative officials of the Office of Academic Affairs are the associate provost for faculties, the associate provost for instruction, the vice provost for arts and sciences, the vice provost for minority affairs, the vice provost for research and dean of the Graduate School, and the director of the Instruction and Research Computer Center.

5.1 Council on Academic Affairs

The Council on Academic Affairs consists of twelve members. Nine are from the faculty: five are nominated by the faculty membership of the University Senate and two must be senate members; four members of the University faculty are appointed by the president. Faculty serve three-year terms and are not eligible for appointment or election for one year after such service. Four students (two undergraduate, one graduate, and one professional) are appointed with the advice and consent of their respective representative bodies. One of the undergraduate students must be a member of the University Senate. Each student member is appointed for a one-year term and is eligible for reappointment. The provost or his designee is chairman of the council, voting only in case of a tie.

The Council on Academic Affairs is responsible for making recommendations through appropriate University channels concerning the educational and academic policies of the University and is specifically charged with reviewing the academic organization of the University at regular intervals.

5.2 Council on Admissions and Registrations

The Council on Admissions and Registrations has nine faculty, five student and three administrative members; the provost or his designee serves as chairman. The council is responsible for recommending, through appropriate University channels, administrative policies governing admissions, registrations, and student scheduling.

5.3 The Graduate School

The Graduate School consists of those members of the University faculty who are approved to give graduate instruction, to advise students for the master's degree, to serve as members of doctoral examination committees, or to advise students for the doctoral degree. The president, the provost, the deans of the colleges, and the director of libraries are ex officio members. Policies relating to graduate instruction and programs are the responsibility of the Graduate Council. Policies relating to scholarly research are the responsibility of the Research Committee of the Graduate Council. The chief administrative officer is the vice provost for research and dean of the Graduate School (See *Rules*, 13.0103, 13.0303, 27.00).

5.3.1 The Graduate Council. The Graduate Council is composed of the vice provost for research and dean of the Graduate School, who serves as chairman, 40 elected members of the graduate faculty, 12 representatives of the Council of Graduate Students, and alternates for faculty and student members. As the principal legislative body of the Graduate School, the Graduate Council has general power to initiate and act upon any question affecting the policies of the Graduate School; to review and act on any recommendation of the Curriculum Committee, the Executive Committee, the Policy and Standards Committee or the Research Committee (See *Rules*, 27.07, and 27.09).

5.4 College of Administrative Science

Schools of Public Administration, and Social Work; Academic Faculties of Accounting, Finance, Labor and Human Resources, Management Science, and Marketing.

5.5 College of Agriculture and Home Economics

School of Home Economics—Departments of Family Relations and Human Development, Home Economics Education, Home Management and Housing, Human Nutrition and Food Management, and Textiles and Clothing—and School of Natural Resources; Departments of Agricultural Economics and Rural Sociology, Agricultural Education, Agricultural Engineering, Agronomy, Animal

Science, Dairy Science, Food Science and Nutrition, Horticulture, Plant Pathology, and Poultry Science; Agricultural Technical Institute.

5.6 Colleges of the Arts and Sciences

The Colleges of the Arts and Sciences—The Arts, Biological Sciences, Humanities, Mathematics and Physical Sciences, and Social and Behavioral Sciences—constitute a confederation to provide both college autonomy and coordination of curricula and interdisciplinary programs. The faculty of each of the five colleges has responsibility for instruction in the disciplines represented and responsibility for tagged degree programs. The faculty of the five colleges, acting collectively has responsibility for the untagged B.A. and B.S. degrees and for interdisciplinary programs within the arts and sciences (See *Rules* 13.0105, 13.0303, 26.00).

5.6.1 College of The Arts. School of Music; Departments of Art Education, Dance, Industrial Design, and Theatre; Divisions of Art and History of Art.

5.6.2 College of the Biological Sciences. Departments of Biochemistry, Biophysics, Botany, Entomology, Genetics, Microbiology, and Zoology.

5.6.3 College of the Humanities. Departments of Black Studies, Classics, East Asian Languages and Literatures, English, German, History, Linguistics, Philosophy, Romance Languages and Literature, Slavic Languages and Literatures; Divisions of Comparative Literature and Languages, and Hebrew Language and Literature; Center for Medieval and Renaissance Studies.

5.6.4 College of Mathematics and Physical Sciences. Departments of Astronomy, Chemistry, Geodetic Science, Geology and Mineralogy, Mathematics, Physics, and Statistics.

5.6.5 College of Social and Behavioral Sciences. School of Journalism; Departments of Anthropology, Communication, Economics, Geography, Political Science, Psychology, and Sociology; Center for Undergraduate International Studies.

5.7 College of Dentistry

Division of Dental Hygiene

5.8 College of Education

School of Health, Physical Education and Recreation; Academic Faculties of Curriculum and Foundations, Early and Middle Childhood Education, Educational Development, Exceptional Children, Humanities Education, Industrial Technology, Science-Mathematics Education, Special Services, and Vocational-Technical Education.

5.9 College of Engineering

School of Architecture—Departments of Architecture, City and Regional Planning, and Landscape Architecture; Departments of Aeronautical and Astronautical Engineering, Aviation, Ceramic Engineering, Chemical Engineering, Civil Engineering, Computer and Information Science, Electrical Engineering, Engineering Graphics, Engineering Mechanics, Industrial and Systems Engineering, Mechanical Engineering, Metallurgical Engineering, Photography and Cinema, and Welding Engineering.

5.10 College of Law

5.11 College of Medicine

Schools of Allied Medical Professions, and Nursing; Departments of Anatomy, Anesthesiology, Family Medicine, Medical Microbiology, Medicine, Obstetrics and Gynecology, Ophthalmology, Otolaryngology, Pathology, Pediatrics, Pharmacol-

ogy, Physical Medicine, Physiological Chemistry, Physiology, Preventive Medicine, Psychiatry, Radiology, and Surgery.

5.12 College of Optometry

5.13 College of Pharmacy

Divisions of Administrative and Social Sciences, Clinical Pharmacy and Professional Practice, Medicinal Chemistry, Pharmaceutics and Pharmaceutical Chemistry, Pharmacognosy and Natural Products Chemistry, and Pharmacology.

5.14 College of Veterinary Medicine

Departments of Veterinary Anatomy, Veterinary Clinical Sciences, Veterinary Pathobiology, Veterinary Physiology and Pharmacology, and Veterinary Preventive Medicine.

5.15 University College

University College is the initial college of enrollment for all freshmen entering the University, except students entering the Agricultural Technical Institute. University College through its advisement program will assist students in planning academic programs, in understanding the nature of scholarly collegiate endeavor, and in developing sound techniques for study.

Entering freshmen and transfer students attend an orientation program during the summer preceding their first quarter. Placement tests, proficiency examinations, course scheduling, and a general introduction to the University occur at this time. Additional information may be obtained from the Orientation Office, 124 West Hall (Telephone: 422-4161).

6.0 Vice President for Business and Administration

The vice president for business and administration is the executive head of the Office of Business and Administration. The major area of responsibility and authority of the vice president for business and administration is that of administration of University operations. The vice president for business and administration is responsible for; the conduct and evaluation of all business and administrative activities and procedures, including management improvement programs; computer coordination; coordination of food service; and administration of the Offices of the Treasurer of the University, Physical Facilities, Business Management, Registration Services, Public Safety, University Systems, and Contracts Administration; and as a deputy of the president is responsible for the coordination of all matters administratively assigned to the other vice presidents which relate to the business and administrative areas of the University.

The principal administrative officials of the Office of Business and Administration include treasurer of the University, the associate vice president for physical facilities, the assistant vice president for administration, the assistant vice president for business management, the assistant vice president for registration service, the director of University systems, and the contracts officer.

6.1 Commission on Traffic and Parking

The Commission on Traffic and Parking has been established as an advisory body to recommend to the president through appropriate administrative channels ways and means for improving traffic and parking conditions and the administration and enforcement of traffic and parking regulations. Membership on the Commission shall consist of University officers and representatives as shall be determined and appointed by the president. The president shall also appoint the Commission chairman.

6.2 The Traffic and Parking Board of Appeals

A Board of Appeals has been created to hold hearings on appeal of the traffic and parking regulations, rule on procedures of the Division of Traffic and Parking, or appeals by faculty, staff members, or employees who have been served a notice of violation of the traffic and parking regulations. Membership on the Board shall be determined and appointed by the president. The president shall also appoint the chairman of the Board of Appeals.

7.0 Secretary of the Board of Trustees

The secretary of the Board of Trustees is custodian of and responsible for the official records of the Board. The major area of responsibility and authority of the secretary of the Board of Trustees is that of maintaining the records of the Board. The secretary of the Board is responsible for: signing, executing, and delivering in the name of the University all deeds, mortgages, bonds, contracts, and other instruments authorized by the Board; keeping the minutes of all meetings of the Board and of the committees of the Board; and seeing that all notices are duly given in accordance with provisions of the *Bylaws of the Board of Trustees.*

8.0 Vice President for Student Services

The vice president for student services is the executive head of the Office of Student Services. The major area of responsibility and authority of the vice president for student services is that of student services at the University. The vice president for student services is responsible for: the promulgation of rules governing student conduct both on and off campus; the coordination of student extracurricular activities including all student (or student-connected) organizations; the administration of all resident and dining hall facilities; nonacademic student discipline; and the administration of student health service; Ohio Unions facilities and programs; student athletic programs including intercollegiate athletics, recreation and intramural programs; counseling; student financial aids and scholarships; and off-campus student housing.

The principal administrative officials of the Office of Student Services are the director of the counseling center, the director of student health service, the director of Ohio Unions, the director of student financial aids, the director of athletics, the assistant vice president for residence and dining hall facilities, and the assistant vice president for international programs.

8.1 Council on Student Affairs

The Council on Student Affairs is the principal student-faculty-administration liaison body at the University. It is chaired by the vice president for student affairs, and is empowered to recommend legislation affecting student life and activities to the University Senate. The council may also recommend changes in the *Code of Student Rights and Responsibilities*, and is responsible for registering all student organizations and providing funds for their operations and programs. Seven students, six faculty, and two administrators make up the membership of the Council (See: *Rules*, 29.2709).

9.0 Vice President for Public Affairs

The vice president for public affairs is the executive head of the Office of Public Affairs. The major area of responsibility and authority of the vice president for public affairs is for the administration of all aspects of University public

affairs including the design, management and coordination of internal and external public relations, including University publications; the management of University-wide special events; the promotion of constructive University-community relations; the coordination of relations with federal, state and private agencies, and the management of alumni records and information services.

The principal administrative officials of the Office of Public Affairs are the director of communications, the director of University publications, the coordinator of special events, the director of reports and special projects, and the director of alumni information services.

10.0 Vice President for Educational Services

The vice president for educational services is the executive head of the Office of Educational Services. The major area of responsibility and authority of the vice president for educational services is that of the educational services of the University. The vice president for educational services is responsible for: the development and administration of policies and operating procedures for continuing education programs; University Libraries, the Telecommunications Center and other learning resources; the development of instructional programs of the Departments of Air Force Aerospace Studies, Military Science, and Naval Science; the University Archives; and Film and Photography.

The principal administrative officials of the Office of Educational Services are the assistant vice president for continuing education; the director of the Teaching Aids Laboratory; the director of the Listening Center; the director of the Department of Film and Photography; the director of University Libraries; the Director of University Archives; the chairman of the Department of Military Science; the chairman of the Department of Air Force Aerospace Studies; the chairman of the Department of Naval Science; and the director of the Telecommunications Center.

11.0 Vice President for Medical Affairs

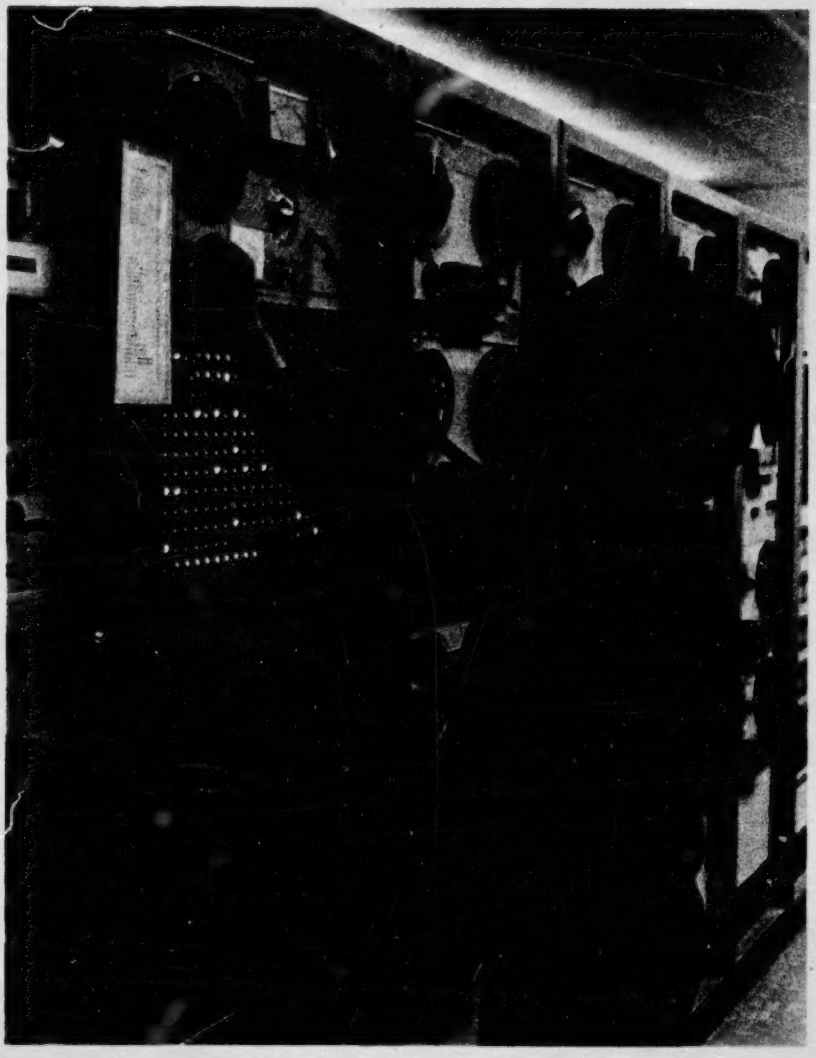
The vice president for medical affairs is the executive head of the Office of Medical Affairs. The major area of responsibility and the authority of the vice president for medical affairs is that of medical affairs at the University. Without limiting the generality of the foregoing, the vice president for medical affairs is responsible and has the requisite authority for: the administration of the College of Medicine, the University Hospitals, the Center for Continuing Medical Education, and the medical library; the development of comprehensive master plan for the medical center in cooperation with the University's Office of Campus Planning; the development of and overall supervisory authority for various regional medical programs; the development of agreements and cooperative arrangements with various regional and governmental hospital facilities; and the administration of the College of Medicine and the Schools of Allied Medical Professions and Nursing through the dean of medicine.

The principal administrative officials of the Office of Medical Affairs are the dean of medicine, the director of University Hospitals, the administrator of University Hospitals, the director of medical center planning, the director of the medical library, the director of the regional medical programs, and such other associates as may be authorized from time to time.

12.0 Vice President for Regional Campuses

The vice president for regional campuses is the executive head of the Office of Regional Campuses. The major area of responsibility and authority of the

vice president for regional campuses is that of the general administration of the regional campuses of the University. The vice president for regional campuses together with the appropriate coordinating deputy, is responsible for: the development and administration of policies and operating procedures for each of the regional campuses of the University; the coordination of the academic programs offered through these units by the administrative officials of the colleges of the University; and the coordination of nonacademic matters with the principal administrative officials who have University-wide responsibility for such matters.



V. UNIVERSITY SERVICES AND FACILITIES

1.0 University Bookstores

The University Bookstores (Derby Bookstore, 140 North Oval Drive, Medical Bookstore, 1634 Neil Avenue, and Drake Union Bookstore, 1849 Cannon Drive) provide charge privileges to full-time faculty. All charges must be paid within 30 days of the billing date. Faculty who wish to establish a charge account should:

(a) Obtain a faculty ID card. It is designed so that it can be used as a credit card.

(b) Procure a charge application form. It may be picked up at the special service desk, Derby Hall, or it will be sent on request through campus mail.

Faculty wives or children may charge to a faculty member's account with proper identification.

A five percent discount on books is available to all faculty, staff, and students presenting a valid University ID card.

The Bookstores do not furnish desk copies of texts but will assist faculty by supplying an up-to-date directory of publishers and desk copy request forms to be sent to the publisher.

2.0 Drives and Canvassing

Canvassing or solicitations for funds, sales, or subscriptions are prohibited on the University campus or in University buildings unless written permission has first been granted by the Scheduling Office. The sale of merchandise of any kind, publications, or services upon University property other than those by the regularly authorized store, restaurants, departments, or divisions of the University is also prohibited except upon written permission of the Scheduling Office. Persons violating this regulation are subject, upon proper notice, to eviction from the University property or arrest.

3.0 University Facilities and Space Assignment

Understandably, University facilities are better in some areas than others, just as they are at other major, comprehensive institutions.

It is the intent of the University to move as quickly as available funds permit toward providing individual offices for all permanent faculty members. Office size is determined solely by the nature of the activities and the character and amount of equipment to be housed in the office. Thus an office used also as a studio or a laboratory would be larger than one used only for desk work and interviews.

Office, laboratory, or other space (either within a building or outside) required by faculty members should be sought through the departmental chairman who will, if necessary, obtain the assistance of the Division of Campus Planning and Space Utilization.

No staff member, department, or campus agency may permanently occupy and use space except upon assignment by the Division of Campus Planning and Space Utilization. When space is no longer needed and can be released, the Division of Campus Planning and Space Utilization should be notified so that the space may be made available to others.

3.1 Reserving Facilities for Activities

According to Faculty Rules no meeting shall be scheduled in, or announced for any University facility unless permission to use the facility has been obtained in advance from the Scheduling Office.

A faculty member wishing to reserve space for a meeting or activity should submit a request to the Scheduling Office according to departmental procedures. A student organization should submit a request to the Office for Student Programs and Development.

The Scheduling Office has been assigned the coordination function for all activity scheduling. Specifically this includes scheduling the use of facilities, coordinating supportive services, assessing facility charges if appropriate, approving sales and solicitation, and approving use of facilities by non-University groups.

4.0 Duplicating

Faculty members normally arrange for duplicating services through their departmental offices. For large quantities and special services, the University operates a duplicating and copy center service. Requests for multilithing or copying should be made on Form 100W and submitted to the Copy Center, Room 11, Lord Hall. Copy should be prepared and edited in advance. Inquiries may be directed to the supervisor of duplicating services. Short-run copy center service is also available at various locations on campus. See listing of locations under Copy Centers.

4.1 Copy Centers

Short-run copying and duplicating service is available at various locations. Requests for copying should be made on Form 100W with copy prepared and edited in advance. Locations available for this service are listed in the current Ohio State University Faculty and Staff Directory.

For long-run duplicating and printing service, see listing in the Directory under Printing Facility.

4.2 Printing Facility

Located at 2500 Kenny Road, the Printing Facility, operated as a part of the Office for Business Management, handles many of the printing requirements for the University. The plant includes equipment for typesetting and letterpress and offset work and a bindery section. Requirements for printing should be on Form 100W or Form 1303 and submitted in duplicate. Off-campus printing is not permitted without prior approval of the manager of purchases, and no overtures should be made to any commercial printers except through the Purchasing Department. The student newspaper, the *Lantern*, also is printed in the Printing Facility.

4.3 Microfilming Department

Microfilming services are available at Room 20, Lord Hall. Documents can be filmed on rolls, or inserted in aperture cards or microfilm jackets for storage of records. A printer is available to provide a paper copy of existing microfilm records. For details call the supervisor of microfilm services.

5.0 Motor Pool

The University maintains a limited number of buses, automobiles, station wagons, carryalls, and pickup trucks in a motor pool at the University Garage. These vehicles are available on a mileage-rental basis to all departments for use by their staff while on authorized University business. The designated driver must be a responsible employee of the University and be licensed by the Ohio Bureau of Motor Vehicles to operate the type of vehicle he is to use. University bus drivers are assigned to drive all buses scheduled from the motor pool.

To reserve a motor pool vehicle, call the garage (422-6122) to determine whether a vehicle is available on the dates of the proposed trip. Tentative reserva-

tions are made and the vehicle will be ready at the Garage on the date requested.

To schedule University bus equipment for larger groups, call the Division of Transportation (422-6122) to determine availability of the equipment at the time and date required. Tentative reservations are made and the bus, with driver, will be at the designated departure point at the time requested.

Faculty members normally arrange for motor pool services through departmental offices. To release equipment reserved, Travel Request and Trip Authorization Form BF10003, carrying the appropriate authorization for the trip, must be prepared and processed through the Travel Office, 741A Lincoln Tower, and presented to the Division of Transportation, Room 102, Central Service Building, 2009 Millikin Road, prior to departure.

6.0 Air Transportation

Air transportation service is available at Don Scott Field to faculty members who are traveling on University business. The DC-3 (24-passenger), and Piper Aztec (5-passenger) twin-engine aircraft are used. Rates are moderate. Usually a great saving in time is possible since departure times are set according to your timetable. Flights can be scheduled every day of the year, day or night. To schedule this service, call 422-1313 as far in advance as possible to reserve the aircraft. All trips must be for official business and approved in accordance with regular travel procedures.

6.1 Aircraft Rental

Modern two- and four-seat aircraft are available for rental at reasonable rates to faculty and staff members who are pilots. Several faculty members now regularly rent University aircraft to maintain their flying proficiency and to reduce travel time on business or pleasure trips. Call the Department of Aviation (422-1400) for information on aircraft available, rental policies, and procedures.

7.0 Traffic and Parking

All parking on the campus is regulated. Parking privileges and regulations are detailed in a pamphlet available from the traffic department, 1800 Cannon Drive. In order to use campus parking spaces, new faculty and staff must register their motor vehicles and purchase a parking permit at this office as soon as possible after employment.

8.0 Photography and Cinema

Services of the Department of Photography and Cinema available to faculty and staff include still and motion pictures, photographic displays, and cooperative research with other University departments and areas. Still picture facilities include the production of 2x2 slides, 35mm filmstrips, multiple-image sound slide presentations, studio portraiture, negatives, prints and enlargements, photomicrographs, Xerox copies up to 9x14 image, high-speed photography, and other special processes.

Complete professional 16mm motion picture promotion services include script research and writing, direction, photography, processing, sound recording, music scoring, and editing. Facilities are also available for the production of photomicrographic, high-speed, time-lapse, animation, and other specialized motion picture forms.

Members of the department are available for individual consultation with faculty, staff, and students in the solution of special photographic problems, and for interdepartmental instruction, research, and services projects. Charges for photographic services are made according to the nature of the job.

9.0 Communications and Public Relations

9.1 Public Relations Office

The director of public relations, working under the Vice President for Public Affairs, coordinates a number of communication and public service efforts. The director's major areas of responsibility include news services, university publications, special events, internal communications, and reports.

News services develops and disseminates information about University programs, people, policies, and news events and keeps in close contact with communications media. One principal objective of this work is to inform various publics about the University's performance and its unique role of serving society. The Athletic Publicity Office and Agricultural Extension Information Office are separate organizations.

Writer-editors working under the director of news services may assist faculty in publicizing programs through preparation of feature and news articles, fact sheets, photographs, public service announcements, and audio tape recordings. Activities publicized may include research, publications, speakers, student life, new courses, etc.

News services maintains a file of faculty biographies and portraits (if available), which are mailed on request to publications, program chairmen, and others (call 422-2711).

Copies of news releases and special reports may be obtained at Room 108, Administration Building. Faculty and staff are urged to channel their public communications through news services and are encouraged to seek its services.

University Publications produces the University Bulletin series for the Office of Academic Affairs. In addition, the office prepares the *Faculty and Staff Directory*, the president's annual report, the Visitors' Guide, campus maps, and special publications for the Office of the President. The directory is sold through General Stores. Other items are usually available from University publications.

Faculty members can obtain editorial and design services (including planning, writing, editing, design, cost estimates, placement with a printer, and production follow-through) for a variety of publications by calling 422-4272.

Special events works with the Office of the President to plan four commencement ceremonies each year. In addition, special events plans the welcome program for new staff. the faculty and staff recognition dinner, pregame luncheons during football season, and a variety of official ceremonies.

Through the office, faculty can obtain newcomers information packets which contain the *Faculty Handbook*, an Ohio map, an apartment guidebook, and other materials of assistance to prospective and new faculty. To obtain packets, call 422-9051.

The coordinator of internal communications prepares the weekly *On Campus* and monthly Campus Calendar (see descriptions and deadlines below) and manages the University Facts telephone information service. By calling University Facts, persons can check out campus rumors; request information about campus issues and daily events; learn about routine procedures; and receive assistance in handling emergencies. The service is available by calling 422-2912 between 8 a.m. and 5 p.m. Monday through Friday.

Another telephone service, the Campus Report, provides a tape recording on day-to-day campus events, deadlines, and news 24 hours a day. To hear the Campus Report, call 422-3456.

Report files in the Office of Public Relations are available to faculty and staff who need general information about Ohio State and its programs (for example, enrollment figures, size of campus, descriptions of programs, etc.). Call 422-0413.

In addition to coordinating the five units above, the Office of Public Relations provides guided campus tours for individuals and groups; taped announcements for television and radio; a semiweekly news digest of information about Ohio higher education and government; procurement of faculty speakers for com-

munity groups; and a variety of community relations and special projects for the Office of the President. Faculty and staff who desire assistance in solving their public relations problems may seek the director's assistance by calling 422-3010.

Public relations assistance is also available in many of Ohio State's 16 colleges through an assistant dean or an information staff member appointed by the dean.

9.2 Telecommunications Center

The Telecommunications Center, established in 1961 as a division of the Office of Educational Services, is the University's coordinating agency for the production, recording, distribution, and development of television and radio instructional materials and systems. The Center's functions may be broken down into seven major categories of activity.

WOSU-AM (830 kc)—Established in 1927 and now affiliated with National Public Radio (NPR) this station provides an important off-campus service by offering news commentary, agricultural information, discussions, lectures, and special service programs to schools.

WOSU-FM (89.7)—Here, primary emphasis is on classical music, cultural affairs, and fine arts. WOSU-FM also is the key station in several intrastate and interstate continuing education networks (medicine, education, nursing, engineering) which originate on the OSU campus. For example, the FM Medical Network involves more than 60 hospitals in some 40 Ohio and West Virginia cities.

WOSU-TV (channel 34)—In cooperation with the Central Ohio Educational Television Foundation, Inc., WOSU-TV provides a comprehensive in school instructional programming service during the daytime hours.

WOSU-TV also serves as a vital public television station during evening hours, extending University resources to the community and offering a variety of programming in the public affairs, informational, and cultural fields. WOSU-TV maintains network affiliation with the Public Broadcasting Service (PBS), the Central Educational Television Network (CEN), and the state educational television network, Ohio Educational Broadcasting (OEB). All three broadcast stations (WOSU-AM, FM, TV) provide employment experiences for advanced communications and journalism students. The station has recently installed color equipment in its studios at the Center for Tomorrow.

Office of Instructional Radio-Television—Approximately 28,000 student course enrollments are served annually by a six channel closed circuit television system administered by the Office of Instructional Radio-Television. Various departments use this system as well as audio recordings and concept firms for instruction including courses in mathematics, the biological sciences, physical education, and home economics. Speech, journalism, and education regularly use the facilities for student laboratory experience.

Media Design and Consultation—Telecommunication's consultant, development, and support activities are multimedia oriented, supported by all units of the organization, and relate to the learning resources function within the Office of Educational Services. Telecom has provided consultative and technical assistance for individual CCTV systems on campus including those in chemistry, medicine, dentistry, and education, and in the design of lecture rooms, laboratories, and auditoria where audio-video services are involved.

Institute for Education by Radio-Television—This activity represents the premier evaluation of educational and public service broadcast programming in North America. Annually, some 600 entries are judged for excellence in a num-

ber of program categories, with each winner receiving a coveted Ohio State award.

Educational Broadcasting Review—This is the official publication of the National Association of Educational Broadcasters and is edited and published bimonthly at the center. Directed toward the professional and scholar in educational communications, EBR deals with a wide range of policy issues, operations, and technical problems.

9.3 Publications of Interest to Faculty

Publications available for faculty information include the following:

Statutes Applying to the University, Bylaws of the Board of Trustees, Rules of the University Faculty—Copies of this publication are available from the secretary of the faculty, 308 Administration Building, telephone 422-5881. Between major revisions, new or revised sections are printed as inserts and are kept on file in departmental, college, and administrative offices.

Services and Activities for You (SAY)—Compiled and published annually by the Office of Student Services, *Services and Activities for You* is designed as a student handbook of detailed information on University organizations and activities. It includes a checklist of where to find information about the University. Copies are available in Room 460 of the Ohio Union, and at the Ohio Union Communications Center.

The Code of Student Rights and Responsibilities—The *Code of Student Rights and Responsibilities* outlines basic rights and responsibilities of Ohio State students. It was developed by the Council on Student Affairs. The code is revised yearly and a booklet will be published and available to students each Fall Quarter. Faculty and students may obtain copies from college offices or from the Office of Student Programs and Development on the fourth floor of the Ohio Union (Telephone: 422-8252).

The Ohio State University Monthly—*The Monthly* is a two-way avenue of communication between alumni and the University trying to chronicle the ongoing history of Ohio State. The magazine's editorial policy is that of the Ohio State University Association and does not necessarily reflect the viewpoint of the University administration. *The Monthly* is sent to dues-paying members of the alumni association, approximately one-third of the alumni constituency. It is published monthly except in August. Complimentary copies are sent to each University department and are available for reading in the main library.

President's Report—The President's annual report to the Board of Trustees, the Governor, and the citizens of Ohio relates in pictures and narrative the work of the University in instruction, research, and service. It includes a fact file on finances, new construction, enrollment, and other profile material. Copies may be obtained in the Office of Public Relations.

Financial Report, Detail of Endowment Funds—Published annually in late fall by the Office of Finance and Treasurer, the Endowment Funds report details all endowment funds, scholarship, fellowship, and special purpose funds of the University. It is mailed to deans, associate deans, and department chairmen.

Financial Report—Published annually in late autumn by the Office of Finance and Treasurer, the *Financial Report* covers all University operations in a detailed format similar to corporation annual reports. The publication is mailed to deans, associate deans, and department chairmen.

Published monthly by the Office of Public Relations, the *Campus Calendar* contains a detailed listing of the dates, places, and hours of events. Information for the calendar is collected by the Coordinator of Internal Communication. Useful for advance planning, the *Calendar* is "closed out" on the 15th of the month prior to the dates of issue.

9.4 Lantern

The *Lantern* is the laboratory newspaper of the School of Journalism and is prepared by journalism students daily, Monday through Friday, during the regular academic year and bi-weekly during Summer Quarter. One feature of special interest which appears in the *Lantern* is the "Report to the Campus," a monthly report after each meeting of the Board of Trustees summarizing Board actions, is edited and prepared by the Office of Public Relations.

The *Lantern* operates independently and decisions on editorial content are made by student editors.

9.5 University Directories

Each autumn the Office of University Publications publishes the *Faculty and Staff Directory*. It includes the names, addresses, and telephone numbers of faculty and staff members of the University together with listings of administrative and academic officers according to their respective divisions; personnel of University boards, councils and standing committees; and a listing of faculty and staff members by departments. The *Student Directory*, which is produced by the Office of Records in late autumn, contains pertinent campus and home address information. Both publications may be ordered from General Stores, or purchased from the University Bookstore.

9.6 The Ohio State University Bulletin

The Bulletin consists of a series of catalogues: *General Information*, including general admission procedures; books including information about the 16 colleges and the Graduate School; and *Course Offerings*. The latter includes complete course titles listing prerequisites and descriptive information about each course offered by the University. All faculty members (*Rules*, 25.01) are furnished one copy of their college's catalog and one copy of *Course Offerings*. The appropriate catalog will be sent to persons inquiring at the Admissions Office, or can be obtained from specific college offices.

Master Schedule of Classes—Published each quarter, the *Master Schedule of Classes* contains specific information about course offerings for the quarter indicated. The course number, the credit hour, call number, the day and hour when the course meets, the room, and the instructor's name are listed by department. Additional information includes registration and scheduling procedures; new courses, changes to existing courses, and group studies information; traffic and parking policies; and student health service and insurance information.

Schedule changes are listed in the supplement to the *Master Schedule of Classes* which is distributed on the afternoon prior to the first day of classes in the various academic buildings.

9.7 On Campus

On Campus is published and distributed to offices weekly by the Office of Public Relations, September through June. It contains announcements of interest to faculty and staff, and includes a schedule of lectures and cultural events in the week ahead, new appointments, faculty awards, grants to individual faculty members, and publications by faculty and staff personnel.

Replacing the bulletin during the summer is *News Briefs*, a one-page summary of campus news and activities.

9.8 Campus Visitors

Visitors are always welcome to visit the campus. Admissions counselors are available in the Admissions Office from 8 a.m. to noon and 1 p.m. to 5 p.m., Monday through Friday. On Saturday the office is open from 8 a.m. until noon. Campus walking tours originate at the Admissions Office at 10 a.m. Monday through Saturday and 2 p.m. Monday through Friday.

Guided bus tours of the campus may be arranged in advance through the Office of Public Relations, 108 Administration Building. Individual visitors or those who have not made any advance arrangements are given information and assistance which will help them utilize their time on campus in the most profitable and enjoyable way. A *Visitors' Guide* describing points of campus interest and containing maps and pictures of the campus is available from this office. The office requires that requests for organized tours be made at least 10 days in advance. To make arrangements for tours or to obtain detailed information about this service, call 422-3010.

10.0 University Development

10.1 The Ohio State University Development Fund

A group of farsighted alumni leaders conceived the development fund in 1939 as an agency through which private gifts from individuals and organizations could be made to the University. In 1939, approximately 3,000 contributors gave $81,857 to Ohio State. In the 1974 year, gifts and pledges totaled $65 million from 33,086 individuals, corporations, and foundations. All private gifts are used for programs and projects within the University which are not funded through state appropriations. These include scholarships, student loans, fellowships, research, named professorships, endowed faculty chairs, equipment, and capital improvements.

Major Resources Group. The major resources group was organized as a separate division of the development fund in 1972 to give greater emphasis to larger gifts from individuals, corporations, and foundations. An important major resources activity has been to establish a program to provide service to persons who wish to support the University through bequests, trusts, and life insurance.

Annual Giving Group. The annual giving group was organized as a separate division of the Development Fund in 1972 to work with large numbers of alumni and other friends of the University to upgrade the level of support.

10.2 The Ohio State University Association

The Ohio State University Association (usually called the Alumni Association) is the official organization of Ohio State graduates and former students. The association dates back to 1910, but other alumni efforts began in 1879, a year after the first class left Ohio State.

Operational funds for the Association come from dues paid by more than 50,000 members, and support a variety of efforts on behalf of the University—such as alumni club programs in over 120 areas across the state and around the world; publication of *The Monthly*, the alumni magazine; "Update: Ohio State," a program that has used student panels to bring campus views to alumni meetings; a variety of programs with special appeal to women; and an alumni tour program.

Officers and directors are elected by the membership and serve without pay. They travel at their own expense to campus twice a year for meetings mandated by the association's constitution. Similar service is given by members of the Alumni Advisory Board and Alumnae Council.

10.3 The Alumni Information Center

The Alumni Information Center, a division of the Office of Public Affairs, performs the function of acquiring, storing, searching, and providing information to profile alumni constituencies for University agencies.

Using modern electronic microfilm and computer equipment, the Alumni Information Center maintains current biographical and address information on Ohio State graduates and former students throughout the world.

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VI. THE UNIVERSITY COMMUNITY

1.0 Faculty Club

The Faculty Club, located on South Oval Drive, facilitates university, college, and departmental exchange through the establishment and operation of a faculty commons for the use of its members. Faculty and staff members are eligible for membership and are admitted upon election by the present membership. The facilities include a large dining room with table service, small private dining rooms, a cafeteria, lounge, game room, and library. The club is open from 8:30 a.m. to 11 p.m. weekdays and from 11 a.m. to 4 p.m. Sundays. Details of the club's organization and operation are contained in the *Constitution and House Rules* pamphlet available at the Club.

2.0 The Ohio Unions

While the Ohio Union and the Drake Union are operated primarily for students, their facilities are also available to faculty and staff. The cafeteria, tavern, and Terrace Dining Room of the Ohio Union, and the Buffeteria of the Drake Union, offer a range of dining facilities and decor. Faculty members may establish credit in the Terrace Dining Room by using their faculty identification cards as charge plates.

Meeting room accommodations and food service are available for groups from 12 to 1,200. Private dining facilities are available for faculty gatherings or nonstudent groups sponsored by a University department. Such groups are required to pay a nominal rental fee.

Cultural opportunities at the Ohio Union include a music lounge with selections of classical music played over a stereophonic speaker system. The Browsing Library provides a library of popular books and magazines as well as newspapers from many Ohio communities and major Eastern cities.

The Ohio Union Art Exhibit Program features three new exhibits each month, making the Ohio Union one of the most active art galleries in the city. The public is invited to view these displays in the main lounge and terrace lounge, as well as works on exhibit in the Drake Union.

The Craft Shop in the lower level of the Ohio Union offers a working area for silk screening, wood working, ceramics, art metal work, painting, leather craft, and photography development. Under the supervision of a professional artist, the student graphic service can assist with design layouts, offset printing, or silk screening for show posters. Recreational facilities include bowling lanes, billiards room, table tennis, and a game room for chess and cards. The Communications Center provides information on campus events.

The Drake Union houses student activities, offices and meeting rooms, as well as a bookstore, bowling alleys, browsing rooms, and a music room. A marina rents canoes and other small craft for use on the Olentangy River. Theatre facilities include the Thurber Theatre, with seating for 650, and the Experimental Theatre.

Inquiries concerning the facilities of the Ohio Union should be made to the Main Office (across from the Main Lounge) of the Ohio Union, 422-7924, and to the Drake Union Office, 422-8597.

3.0 Fawcett Center for Tomorrow

The Fawcett Center for Tomorrow, located at 2400 Olentangy River Road, is designed to provide complete facilities for a continuing education program. Facilities available for rental include nine conference rooms, a 500-seat assembly hall, 91 guest rooms and seven suites. There is also a public dining room and a book store. As the University's conference center, it houses more than 500

university-sponsored adult continuing education programs annually, ranging from noncredit courses to national conferences. Through the Division of Continuing Education, the University seeks to make the relevant research and teaching talents of Ohio State readily available to adults. Nonappropriated funds financed construction of the ten-story complex. Located on a 30 acre site on the banks of the Olentangy River, the building also houses Ohio State's Telecommunications Center, and alumni affairs, development fund, and Alumni Information Center offices.

4.0 University Women's Club

Open to staff or faculty women and wives of staff or faculty who hold the rank of assistant professor or above, or the equivalent, the University Women's Club exists to promote friendship among its members, to provide organized activities, and to further the interests of the University community. The club meets the first Monday of each month, November through May, with annual dues payable in the fall. Activities include more than 25 interest groups, the University Needs Committee, and Buckeye Bargains, a thrift shop located on campus to raise funds for scholarships and loans.

5.0 The Arts on Campus

The College of The Arts as well as other colleges and departments in the University present numerous programs of a cultural nature throughout the academic year and during the summer months. The principal areas for performances and exhibitions are Mershon Auditorium, with a seating capacity of 3,072 persons, Hughes Hall in the School of Music, Thurber Theatre and Stadium II Theatre in the Drake Union, the Fine Arts Gallery in Hopkins Hall, and Hitchcock Auditorium. Performances by guest artists are held primarily in Mershon and include the Great Artists Series, the Far Horizon Film Series, the Guitar Series, and many special programs such as Broadway plays and visiting dance companies. Other events in Mershon include various ensembles from the School of Music (the University Symphony Orchestra, the University Chorus and Chorale, Men's and Women's Glee Clubs, the Marching Band, the Concert Band, and the Symphonic Choir); the University Dance Company; the Black Choir; the College of Medicine's *Nite Out*; French plays from the Department of Romance Languages; and student sponsored lectures, pop concerts, and film series.

Several series of traditional and contemporary plays are presented yearly in the Thurber and Stadium II Theatres by the Department of Theatre. Faculty and student recitals are usually scheduled in Hughes Hall, faculty and student exhibitions in the Hopkins Fine Arts Gallery, and various film series in Hitchcock Auditorium.

For further information on all events of a cultural nature, call the Mershon/College of The Arts box office at 422-2354. The box office is located at 30 West 15th Avenue and is open 9:00 a.m. until 6:00 p.m., Monday through Friday, and 9:00 a.m. until noon on Saturday.

6.0 Ohio State Athletic Events

The purchaser of a faculty athletic activity card is provided a reserved seat to all home football games. Presentation of the card also entitles the purchaser to nonreserved admission to winter and spring home events (except the spring intrasquad game) subject to the limits of capacity. *This provision does not apply to basketball and hockey games.* Admission to championship meets and tournaments also is not included. For basketball, the purchaser may secure a basketball order card and a reserved seat by making the required payments. This is possible only on a game-to-game basis, not for season reservations, according to a plan which is announced in the campus newspaper in November. All basketball

and hockey tickets are reserved. Hockey tickets have a reserved seat charge. If the activity card is lost or destroyed, no replacement will be issued. Each faculty member or employee under contract to the University is entitled to purchase an activity card for the individual and his or her spouse.

Each spring, application blanks for activity cards are distributed to all faculty and staff members. Activity cards must be ordered by May 31. The Athletic Ticket Office is located in St. John Arena.

7.0 University Facilities for Faculty Recreation

University Recreation Intramural Sports and Women's Intercollegiates Office sponsors a faculty and staff recreation program. Much of the program is integrated into the student recreation programs.

Listed below are the types of activities available to faculty. A more detailed list and schedules are sent via campus mail to all faculty members during the first week of each quarter.

Archery
Badminton
Basketball
Billiards
Bowling
Boxing
Canoeing
Conditioning
Cricket
Cycling
Fencing
Football
Golf
Gymnastics
Handball
Ice Skating
Individual Exercise
Judo
Karate
Marathon Swim
Mountaineering
Paddleball
Rugby
Sailing
Scuba
Skiing
Soccer
Softball
Squash
Swimming
Table Tennis
Tennis
Track and Jogging
Training Room
Volleyball
Weight Lifting
Water Polo

Each quarter times are posted outside the mezzanine equipment room office, and at the Recreation Intramural Sports and Women's Intercollegiates Office, which indicate when facilities are available for use.

For those faculty men who desire a locker on a yearly basis, we suggest the purchase of a privilege card. In addition to the locker, this card includes towel service and reservation privileges on the handball courts. The procedure followed in securing a privilege card is as follows:

Secure a physical education fee card from the Office of Records, 2nd Floor Administration Building. Present the card and $5.00 for the annual fee, to the Bursar's Office, Administration Building, and receive a stamped fee card. Present the stamped fee card to the mezzanine equipment room office, in the Physical Education Building, for issuance of locker, towel, and privilege cards.

For those faculty men who do not desire a yearly locker, there are 10¢ lockers located on the mezzanine floor near the Equipment Room.

Because of the shortage of locker space for women in both the Physical Education Building and Pomerene Hall, yearly lockers are not available. Lockers, showers, and dressing facilities for women are located near the Twelfth Avenue entrance to Pomerene Hall, and locker room M & N on the second floor of the Natatorium.

Dependents of faculty and staff may use specific facilities when their sponsor presents his or her University I.D. card at the University Recreation Intramural Sports and Women's Intercollegiates Office. Children should be supervised by their sponsor.

We assist faculty members and departments in the planning of short courses and conferences. For these short courses and conferences we endeavor to provide recreational opportunities comparable to those provided to full-time faculty, when facilities are available. Faculty and staff may participate in all open recreation times, sports clubs, and summer quarter intramurals. For more information on these programs call 422-7671.

The Ohio State University golf course, located three and one-half miles northwest of the campus, provides two complete 18-hole golf courses. One, of championship length, is known as the "Scarlet"; the other, somewhat shorter, is known as the "Gray". Caddies, handcarts, and electric carts are available. Clubhouse facilities include locker and shower rooms for both men and women, a restaurant, pro shop, and lounge. Two shelter houses, with outdoor cooking facilities, are available for group picnics. A practice range and four practice putting greens are available. Faculty with ID cards can use golf course facilities by paying green fees or by obtaining an annual membership.

ESPECIALLY FOR NEWCOMERS

1.0 The Ohio State University

The Ohio State University was founded as Ohio's land-grant college in 1870 under the provisions of the Morrill Land Grant and the Cannon Acts. Since beginning classes on September 17, 1873 as the Ohio Agricultural and Mechanical College, the University has grown from a faculty of seven and an enrollment of 24 to over 5,548 teaching faculty and instructional staff, and 51,500 students. The first student class represented only seven Ohio cities. Today the student popuulation comes from all 88 Ohio counties, the 50 states, and nearly 90 foreign countries.

Early in Ohio State's history, it was decided that the institution should follow a "broad gauge" academic program and today a student may enroll in any of 8,200 different courses in 250 programs of study. While the University did not graduate its first class, consisting of six men, until 1878, since that date it has awarded over 225,350 degrees. By 1896 The Ohio State University, whose Board of Trustees adopted that name in 1878, had developed to where it was feasible to establish seven separate colleges. Since then the number of colleges has increased to 16, including 6 professional colleges. The Graduate School, which was established in 1912, now offers master's degree in 104 areas and the doctorate in 81.

In 1899 William Oxley Thompson was elected as the fifth President of the University. He held that office for 27 years during which the University experienced a period of steady, well-balanced growth that was interrupted only by World War I. When Dr. Thompson took office the enrollment stood at 1,150. By 1925 it had reached 11,500. Dr. Thompson's prestige in the field of higher education greatly enhanced Ohio State's reputation and his administration was marked not only by longevity but also by tremendous accomplishment.

During the Depression, The Ohio State University, like other colleges in the United States, suffered extensively. Many programs were dropped or cut back severely, budgets plummeted, enrollments were down, and the faculty was required to take salary cuts on three different occasions.

The University was just coming out of the Depression when World War II began. Overnight the campus was changed into a massive military training ground. Enlistments and the draft caused a 10 percent reduction in enrollments and by 1943 there were fewer than 4,700 male students on campus. Those that remained were enrolled in either the Army's ASTP or STAR programs, the Navy's Recognition School or V program, or one of several other military training units on the campus. For three years the University's chief mission was to support the American war effort.

Following the end of the war, The Ohio State University began an expansion program unheralded in its history. Taking advantage of various GI Bills, veterans swelled the campus until enrollments reached a peak of over 22,000 in 1946-47. Despite some prior planning, the University was not fully prepared, and a number of makeshift programs and facilities had to be used in order to meet the emergency. Under the guidance of President Bevis, the makeshift structures gave way to a well planned construction program and in the next 10 years 43 new buildings worth over $61 million were built.

When Novice G. Fawcett was inaugurated in 1956 as the eighth president of The Ohio State University, American higher education was verging on its "Golden Decade." With ever increasing enrollments and sources of support, the University continued to expand. During the 16 years of Dr. Fawcett's tenure, 106 new buildings worth nearly $260 million were constructed within a comprehensive campus master plan which included a massive dormitory system to meet the housing needs of the students. Other accomplishments of the Fawcett years included the establishment of a regional campus system, the creation of numerous new academic programs and degrees, an increase in sponsored research from

$3,640,000 in 1956 to $24,000,000 in 1972, and a modernization of both the academic and the administrative structure of the University.

Harold L. Enarson took office as the ninth president of The Ohio State University in September of 1972. Today, the University encompasses 3,385 (Columbus) acres of land, both owned and leased. Included are the 1,661 acres on the east and west campuses, 295 acres in two 18-hole golf courses, and 1,364 acres at Don Scott Field. The Don Scott Field area contains a 280-acre airport and 1,378 acres of experimental and demonstration farms and research areas. The educational plant, which includes more than 345 permanent buildings, is valued at approximately $700 million.

The University operates on four quarters of approximately equal length during the year, with Summer Quarter divided into two terms. Total enrollment during the Autumn Quarter, 1974, was 53,514, with men numbering 31,662 and women 21,852. Enrollment was 49,280 at Columbus and 4,234 at off campus centers (Lima, 978; Mansfield, 1,046; Marion, 697; Newark, 813; Dayton Graduate Center, 248; Wooster Agricultural Technical Institute, 457). The University has a total teaching faculty of 3,320 persons who have instructional responsibility, either full- or part-time. There are 2,128 additional instructional personnel. The ratio of full-time students to faculty is 20 to 1.

The University is organized into 16 colleges and the Graduate School. The colleges are:

Administrative Science (including the School of Public Administration and the School of Social Work)
Agriculture and Home Economics (including the School of Home Economics and the School of Natural Resources)
The Arts (including the School of Music)
Biological Sciences
Dentistry
Education (including the School of Health, Physical Education and Recreation)
Engineering (including the School of Architecture)
Humanities
Law
Mathematics and Physical Sciences
Medicine (including the School of Allied Medical Professions and the School of Nursing)
Optometry
Pharmacy
Social and Behavioral Sciences (including the School of Journalism)
University
Veterinary Medicine

The more than 125 instructional departments and units of the University offer some 8,500 courses. The Ohio State University is the only institution in Ohio granting degrees in agriculture, optometry, and veterinary medicine and the only state-assisted institution in Ohio providing programs in pharmacy and dentistry.

The University's program of off-campus instruction includes regional campuses at Lima, Mansfield, Marion, and Newark, and the Agricultural Technical Institute at Wooster. Off campus centers of graduate instruction are at the Ohio State University Graduate Center, Wright Patterson AFB, Dayton.

Each year, the University attracts students from more than 90 foreign countries, three United State territories, every state in the nation, and each of the 88 counties in Ohio. Graduates of accredited high schools who are residents of Ohio and who apply for admission as freshmen on or before established deadline dates are accepted for admission at the beginning of any quarter. Those applicants with below-average high school records are apprised of the possible difficulties which they may encounter as students at The Ohio State University. Admission

of out-of-state students as freshmen is limited to those applicants who have demonstrated high academic promise.

The University is selective in enrollment policies for all undergraduate transfer students and for all students entering the Graduate School and professional, baccalaureate, and graduate programs.

Other general information on Ohio State University is available from the Office of Public Relations (call 422-0413), James Pollard's *A History of Ohio State University* and the James Thurber reading room, main library.

2.0 Columbus, Ohio

2.1 The Columbus Community

The Ohio State University is located two and one-half miles north of downtown Columbus, the state capital and the county seat of Franklin County. Columbus is the second largest city in the state by population with 540,497 residents. The population of Franklin County is 852,900, and the metropolitan area has an estimated population of 1,047,200. By area, Columbus is the largest city in Ohio, now covering 152 square miles.

Columbus is surrounded by 13 suburban communities. The communities and their 1972 populations are Bexley, 14,710; Grandview Heights, 8,333; Upper Arlington, 40,228; Grove City, 14,796; Gahanna, 17,060; Groveport, 2,549; Hilliard, 8,743; Marble Cliff, 723; Reynoldsburg, 15,427; Riverlea, 533; Urban Crest, 689; Westerville, 13,252; Whitehall, 25,885; and Worthington, 16,844.

Columbus has a widely diversified employment base. Approximately 23 percent of Franklin County's working residents are employed by the 987 manufacturing firms in the area. Industrial equipment, electrical appliances, shoes, automobile parts, telephone equipment, instruments, beer, powdered milk, and many other products made in Columbus are sold in national and world markets. The large number of state and federal employees in Columbus has a stabilizing influence on the economy of the city. Retail outlets in Franklin County total more than 5,496, while wholesale outlets total 1,197. The city has 47 insurance companies, 20 savings and loan associations, and 5 banks.

The transportation facilities of Columbus include four railroads and eight airlines. An extensive system of bus and taxi service provides transportation within the city and suburbs.

Communications and mass media include two daily newspapers, 15 weekly neighborhood newspapers, three commercial television stations, one educational television station (WOSU-TV), and 17 AM and FM radio stations. Cable television is also available.

Columbus has a wide seasonal range in temperature, but precipitation is uniform throughout the year. The average annual temperature over the past 40 years is 52.4. Summers are quite warm and sometimes humid. Winters are moderately cold.

The Columbus Metropolitan Area has 20 hospitals. The Ohio State University Hospital is located on the campus.

2.2 Cultural Opportunities

The Columbus Gallery of Fine Arts, 480 East Broad Street, was founded in 1878. It has collections of American and European paintings, sculpture, and furniture. Tours are provided for school children. The Gallery is the setting for a free chamber music series. The Gallery is supported by memberships and endowments. Hours are noon to 5 p.m. daily including Sundays and admission is free.

The Ohio Historical Center, at the 17th Avenue Exit of Interstate 71, contains exhibits of the growth of Ohio and its history; and customs of Ohio people a thousand years before the white man came; and birds and animals of Ohio. The

museum includes a library and is open from 9 a.m. to 5 p.m. Monday through Saturday, and 1 to 5 p.m. Sunday and holidays.

The 90-member Columbus Symphony Orchestra presents nine pairs of subscription concerts during the season with well-known artists as soloists. The orchestra carries on a youth education program in the Columbus area. Performances are in the Ohio Theatre, an acoustically perfect movie palace built in 1928. Concert series are also presented at Capital, Ohio Wesleyan, and Denison Universities and at Otterbein and Antioch Colleges.

Summer theatres, including The Ohio State University Stadium II Theatre, are active in Columbus and the area. The Center of Science and Industry, 280 East Broad Street, sponsors traveling exhibits and films as well as a permanent collection.

2.3 Recreation

The City of Columbus and surrounding territory provide many opportunities for picnicking and a wide variety of outdoor activities. Many parks with picnic facilities are maintained by the city. In addition, the Metropolitan Park Board owns and operates seven parks just outside the city limits: Blacklick Woods, Blendon Woods, Sharon Woods, and Darby Creek, with others opening in the future.

The City Department of Public Recreation conducts an extensive program of activities for youths and adults on approximately 130 playgrounds, 29 community recreation centers, 6 senior citizens' recreation centers for people 60 or over, and adult arts and crafts center featuring ceramics, weaving, metal enameling, and silver jewelry making; Columbus Swim Center is an indoor Natatorium with 2 pools; 4 golf courses; a day camp; specialized tennis facilities; and 7 outdoor swimming pools.

Permits are available at the office for use of picnic shelter areas along the Scioto River and Hoover Dam area. Permits are also available for the use of city gymnasiums, ball fields, and ball diamonds at a nominal charge.

Plans are under way for the construction of bicycle trails along the Olentangy River, in conjunction with Ohio State University, and an ampitheater across from Central High School.

The Columbus Recreation Department offices are located in Room 124, City Hall, 461-7410. Listed under the City of Columbus in the white pages of the Columbus telephone directory is a complete list of all the facilities operated by the department.

The Division of Parks and Recreation of the Ohio Department of Natural Resources operates 56 parks throughout the state. Located within close proximity of Columbus are Delaware, Madison Lake, Deer Creek, A. W. Marion, Buckeye Lake, Dillon Dam, Hocking Hills, Salt Fork, Lake Logan, Tar Hollow, John Bryant, Mt. Gilead, and Mohican State Parks.

The traditional activities that are available in these parks are scenic walks, picnicking, swimming, fishing, boating, sailing, boat-launching area, camping, vacation cabins, lodges, hiking trails, riding programs, nature programs, and golf courses. New to our state park program are planned recreational events. The Division is holding two of these events each month. They include an apple butter festival, Halloween parties for campers, the annual winter hike, the annual fall hike, cross-country skiing, back-packing instruction, state-wide winter, spring and fall campouts. For more information call 469-3983.

These programs are supplemented by many community agencies including the Boy Scouts, Girl Scouts, Campfire Girls, Big Brothers, Y.M.C.A., Y.W.C.A., and many community houses. For more information on community agencies please call the United Community Council.

2.4 Housing

In a metropolitan community the size of Columbus, the newcomer will find a wide range of homes and apartments available for his consideration. The choice is generally determined by price and location rather than the supply of available

housing. The number of dwelling units in Franklin County is 271,253. In the county, 56 percent of the homes are owner-occupied, 44 percent rented.

New faculty and staff looking for rental housing may find it of some assistance to contact th Offices of Residences and Dining Halls (630 Lincoln Tower, 1800 Cannon Drive) where limited information is available on privately-owned facilities. The University Housing Commission owns and operates Lane Manor, an apartment building near the campus. Available are 50 apartments. Each apartment has a living room, kitchenette, bath, and one bedroom; water and heat are furnished. Information on Lane Manor is available from the Office of Property Management. The Office also provides assistance in placing persons in apartments in the North Campus area, apartments and houses in the South Campus Area, and in Neilwood Gables.

2.5 Schools

Elementary schools are within walking distance of almost every Columbus home. In the Columbus metropolitan area there are 400 public, private, vocational and parochial schools with an enrollment of 250,000. The Columbus public school system includes 16 senior high schools, 27 junior high schools, 127 elementary schools, 4 special schools; and one adult education center. There are 44 elementary and secondary schools. In addition to Ohio State, several other institutions of higher education are in the Columbus area. Capital University is the oldest and largest institution of higher education owned and operated by the American Lutheran Church. It includes a college of liberal arts and science, a conservatory of music, and a theological seminary. Pontifical College Josephinium is a Roman Catholic seminary; Otterbein College, in nearby Westerville, is a school of liberal arts affiliated with the United Methodist Church, and Ohio Dominican, a private Roman Catholic college.

2.6 Community Services and Opportunities

Special services and volunteer opportunities are abundant in the Columbus metropolitan are. There are 17 hospitals located here, including Children's, Columbus State, and St. Ann's Hospital for Women, Inc. Special schools include the Childhood League Preschool for Slow Learners, the Ohio State School for the Blind, and the Ohio School for the Deaf. In addition, there are several nonprofit day-care centers. Other areas of interest and need are served by such agencies as the Columbus Urban League, Columbus Neighborhood Youth Corps, Friends in Action, League of Women Voters, and the Metropolitan Area Church Board. For volunteer opportunities in health, welfare, and recreation agencies, school and cultural activities, call the Volunteer Advisory Council, 228-7308. The United Community Council also has information and referral service for all services in health, welfare, and recreation. The Volunteer Action Center, an agency that solicits members of the community in order to place volunteers, sets up training teams and screening interviews to prepare citizens, find out what they are interested in, and to place them in areas they will enjoy.

2.7 Taxation

The taxes in Columbus proper as of May, 1975, were as follows:

Real Estate (in city)—$45.90 per $1,000 of assessed evaluation.

City Income Tax— 1½ percent of earned income (also applicable to persons living outside city limits but earning an income in the city).

Ohio Retail Sales Tax—4 cents on the even dollar. Several counties have an additional ½ percent on the dollar permissive tax. Food for consumption off premises is exempted.

Ohio Passenger Car License Plates (Franklin County)—$15 per year.

Ohio Personal Property Tax—5 percent of annual income on productive intangibles (securities).

Unproductive Intangibles—two mills per dollar value.

Ohio Income Tax—graduated personal income tax with rates from ½ percent on the first $5,000 earned to 3.5 per cent on $40,000 income and above.

Income	Tax
0-$5,000	½%
$5,000-10,000	$25 plus 1% of income in excess of $5,000
$10,000-15,000	$75 plus 2% of income in excess of $10,000
$15,000-20,000	$175 plus 2½% of income in excess of $15,000
$20,000-40,000	$300 plus 3% of income in excess of $20,000
Over $40,000	$900 plus 3½% of income in excess of $40,000

2.8 Voting

Persons whose permanent residence is in Franklin County may register for voting at the Board of Elections, 410 South High Street, Courthouse Annex. The board is open from 8:30 a.m. to 4:30 p.m., Monday through Friday. To be eligible to vote at the primary and general elections a person must be 18 years of age, a citizen, registered, and a resident of the county for 30 days, and of the voting precinct for 30 days. (Persons must be 18 to vote in the May primary election.) Persons who have lived in Ohio for at least 30 days before a November presidential election are eligible to vote for the president and vice president. Those who have resided in the state for a shorter period of time should inquire at their former residence about absentee voting. A voter's guide, giving registration deadlines and other voter information, is available at the County Board of Elections Office.

2.9 Motor Vehicle Operator's License

Although a new faculty or staff member may possess a valid out-of-state operator's license, he is required to obtain an Ohio driver's license, regardless of who owns the car he is operating, as soon as possible after moving to the state and establishing residence. The law does not allow any period of grace for securing a driver's license; however, most enforcement agencies do allow a reasonable period of time.

To secure an Ohio driver's license, these steps should be followed:

If the applicant is the holder of a valid out-of-state license, he should contact the Driver License Examination Station, 166 South Hamilton Road (telephone 861-0677), or 3413 South Boulevard, in the Great Western Shopping Center (telephone 469-3162), for an appointment. This contact must be made between 8 a.m. and 4 p.m., Monday through Friday. A complete examination will be conducted which will include a vision test and a written examination on state laws and roadway signs. At the discretion of the examiner, a road and parking test will be given. If all phases of the examination are satisfactorily completed, application may be made at that time for an Ohio license or the applicant may contact any one of the Deputy Registrars located in Columbus. Promptness in making this application is urged so that the Bureau of Motor Vehicles will have time to process and mail the driver's license to the applicant before the 30-day period expires.

Under the provisions of the one-license concept, the holder of an out-of-state license making application for an Ohio driver's license must surrender such license, which will be returned to the state of issuance. Ohio law provides that no person shall be permitted to have in his possession more than one valid license at any time.

All new drivers, and those not possessing a valid out-of-state license, may undergo a preexamination at the same address. The preexamination consists of a vision test, and a test of state laws and signs, which may be taken without an

appointment 8 a.m. to 4 p.m., Monday through Friday. Upon satisfactory completion of these tests a temporary permit may be purchased at the same location or at the office of any deputy registrar in Franklin County.

Upon obtaining a temporary instruction permit, an appointment may be obtained for the road and parking test by calling 861-0677, or 469-3162. Completion of these tests entitles the applicant to apply for a permanent Ohio driver's license at the same address.

2.10 License Plates

A faculty or staff member who is a new Ohio resident is required by law to display Ohio license plates on his car immediately upon beginning the performance of his duties in Ohio. Most enforcement organizations allow a reasonable time for a resident to comply with this requirement. The process normally requires only a few weeks. To obtain Ohio license plates, the owner must first get an Ohio title for his car. His out-of-state title should be presented at the office of the Clerk of Courts, 399 South Front Street, where he will apply for and be issued an Ohio title. The Ohio title must then be taken to any Deputy Registrar, of which there are a number in the Columbus area, for the purchase of license plates. A Deputy Registrar is the Columbus Auto Club at Main and High Streets. It should be noted that before a new title can be issued, the out-of-state title must be cleared of liens in the home state, if such liens exist. Any person planning to come to Ohio should start this procedure in his own state as soon as possible. Information on licensing requirements in Ohio can usually be obtained from the Bureau of Motor Vehicles in any state.

The annual sale of motor vehicle (other than passenger vehicles) license plate registration fee stickers is held March 1 through May 31. Registration fee stickers for passenger vehicles for owners whose last names begin with A through K go on sale April 1 and must be affixed to the plates by April 30. Stickers for passenger vehicles whose owners' names begins with L through Z go on sale May 1 and must be affixed by May 31.

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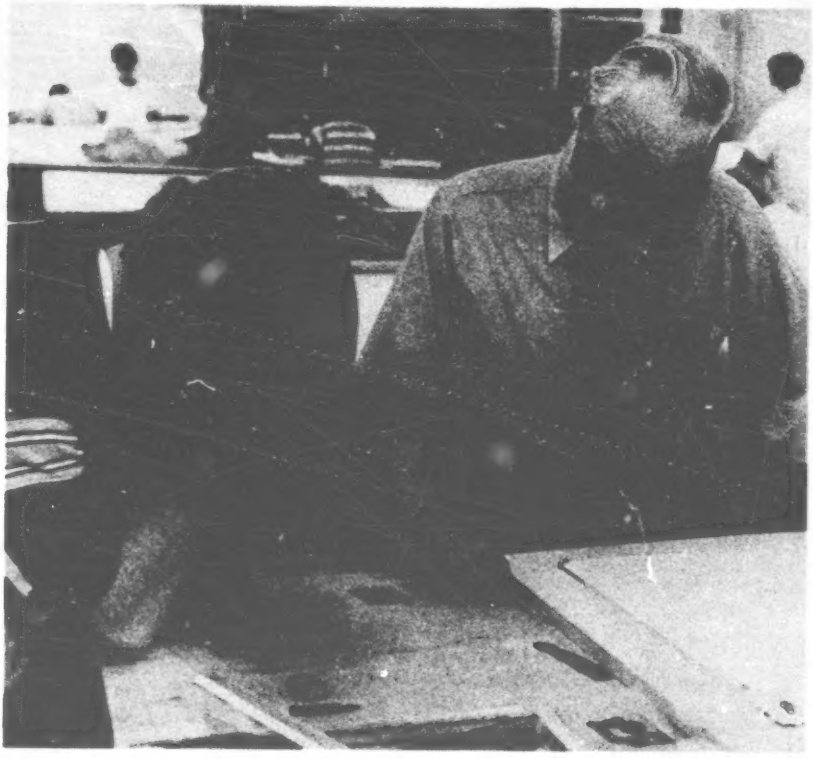

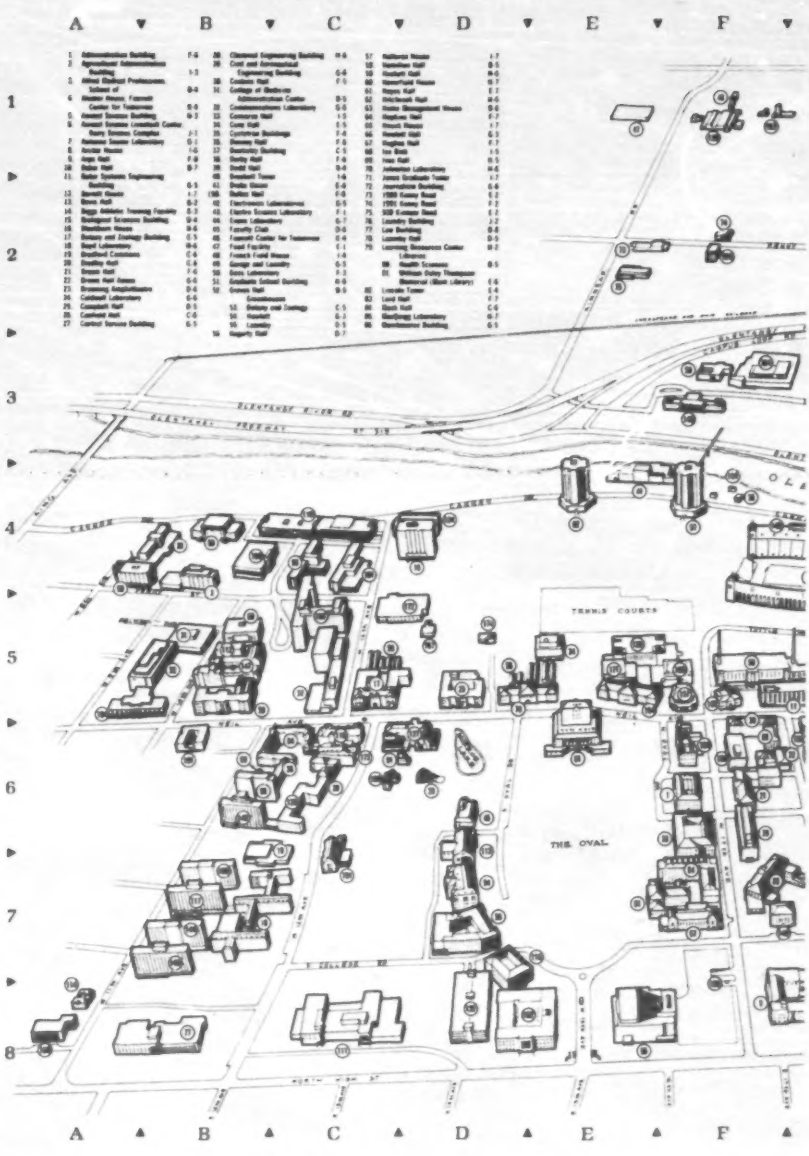
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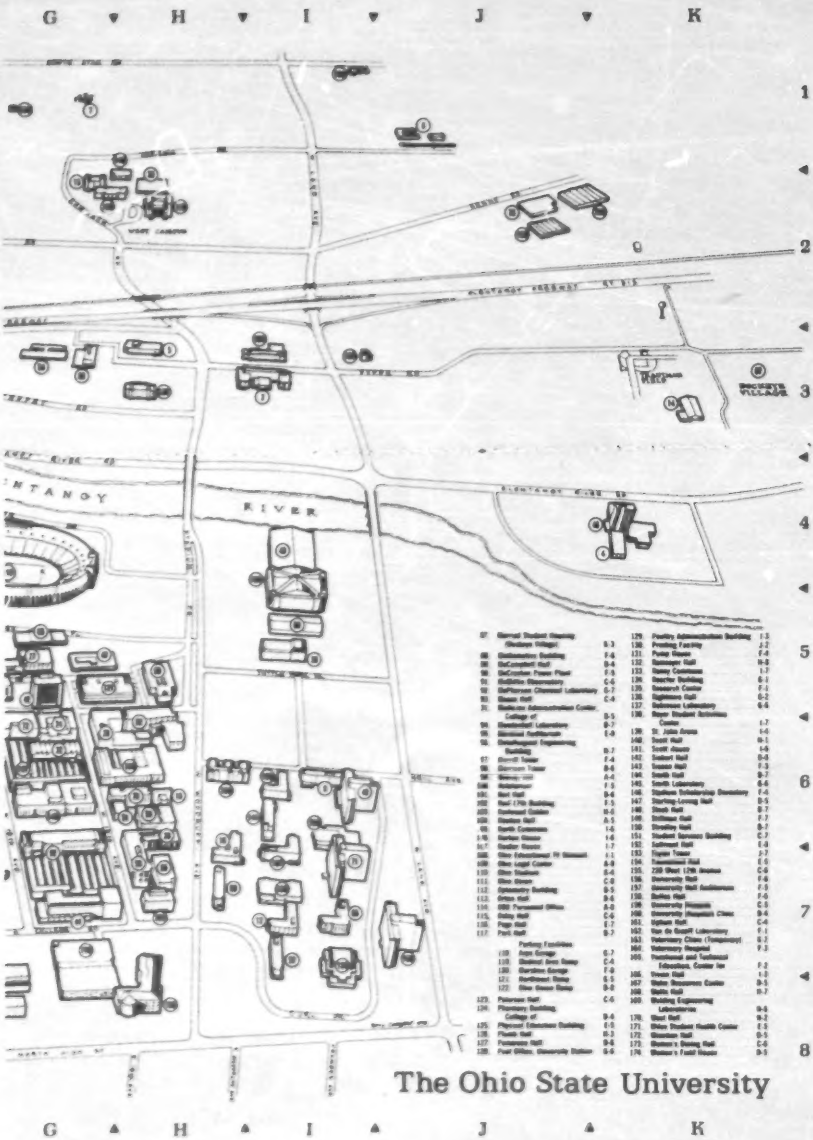
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